

San Bernardino Associated Governments

1170 W. 3rd Street, 2nd Floor, San Bernardino, CA 92410 Phone: (909) 884-8276 Fax: (909) 885-4407 Web: www.sanbag.ca.gov



•San Bernardino County Transportation Commission •San Bernardino County Transportation Authority

•San Bernardino County Congestion Management Agency •Service Authority for Freeway Emergencies

AGENDA

Administrative Committee Meeting

February 16, 2011
NOTE TIME CHANGE: 11:00 a.m.

Location

SANBAG
Super Chief Conference Room
1170 W. 3rd Street, 2nd Floor
San Bernardino, CA

Administrative Committee Membership

Chair - SANBAG Vice President

Mayor Larry McCallon City of Highland

SANBAG President

Supervisor Brad Mitzelfelt County of San Bernardino

SANBAG Past President

Mayor Paul Eaton City of Montclair

Mt./Desert Representatives

Mayor Rick Roelle Town of Apple Valley

Mayor Mike Leonard City of Hesperia

Supervisor Neil Derry County of San Bernardino

East Valley Representatives

Mayor Rhodes Rigsby City of Loma Linda

Mayor Patrick Morris City of San Bernardino

Supervisor Josie Gonzales County of San Bernardino

West Valley Representatives

Mayor John Pomierski City of Upland

Mayor Dennis Yates City of Chino

Supervisor Gary Ovitt County of San Bernardino San Bernardino Associated Governments (SANBAG) is a council of governments formed in 1973 by joint powers agreement of the cities and the County of San Bernardino. SANBAG is governed by a Board of Directors consisting of a mayor or designated council member from each of the twenty-four cities in San Bernardino County and the five members of the San Bernardino County Board of Supervisors.

In addition to SANBAG, the composition of the SANBAG Board of Directors also serves as the governing board for several separate legal entities listed below:

The San Bernardino County Transportation Commission, which is responsible for short and long range transportation planning within San Bernardino County, including coordination and approval of all public mass transit service, approval of all capital development projects for public transit and highway projects, and determination of staging and scheduling of construction relative to all transportation improvement projects in the Transportation Improvement Program.

The San Bernardino County Transportation Authority, which is responsible for administration of the voter-approved half-cent transportation transactions and use tax levied in the County of San Bernardino.

The Service Authority for Freeway Emergencies, which is responsible for the administration and operation of a motorist aid system of call boxes on State freeways and highways within San Bernardino County.

The Congestion Management Agency, which analyzes the performance level of the regional transportation system in a manner which ensures consideration of the impacts from new development and promotes air quality through implementation of strategies in the adopted air quality plans.

As a Subregional Planning Agency, SANBAG represents the San Bernardino County subregion and assists the Southern California Association of Governments in carrying out its functions as the metropolitan planning organization. SANBAG performs studies and develops consensus relative to regional growth forecasts, regional transportation plans, and mobile source components of the air quality plans.

Items which appear on the monthly Board of Directors agenda are subjects of one or more of the listed legal authorities. For ease of understanding and timeliness, the agenda items for all of these entities are consolidated on one agenda. Documents contained in the agenda package are clearly marked with the appropriate legal entity.

San Bernardino Associated Governments County Transportation Commission County Transportation Authority Service Authority for Freeway Emergencies County Congestion Management Agency

AGENDA

Administrative Committee Meeting

February 16, 2011 11:00 a.m.

<u>Location</u>: SANBAG, Super Chief Conference Room, 1170 W. 3rd Street, 2nd Floor, San Bernardino

CALL TO ORDER 11:00 a.m. (Meeting Chaired by Brad Mitzelfelt)

- 1. Pledge of Allegiance
- II. Attendance
- III. Announcements
- IV. Agenda Notices/Modifications Anna Aldana

1. Possible Conflict of Interest Issues for the Administrative Pg. 6 Committee Meeting February 16, 2011.

Note agenda item contractors, subcontractors and agents which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item.

Consent Calendar

Consent Calendar items shall be adopted by a single vote unless removed by member request.

<u>Administrative Matters</u>

2. Attendance Register

Pg. 7

A quorum shall consist of a majority of the membership of each SANBAG Policy Committee, except that all County Representatives shall be counted as one for the purpose of establishing a quorum.

3. January 2011 Procurement Report

Pg. 9

Receive January 2011 Procurement Report. William Stawarski

1

Notes/Actions

Discussion Items

Administrative

4. Budget to Actual Report for first quarter ending Pg. 11 September 30, 2010 and second quarter ending December 31, 2010

Receive and file the Budget to Actual Report for first quarter ending September 30, 2010 and second quarter ending December 31, 2010. William Stawarski

5. Measure I Revenue

Pg. 20

Receive Report on Measure I receipts for Measure I 2010-2040. William Stawarski

6. Lease amendment with the San Bernardino Historic and Pg. 22 Pioneer Society (SBHPS) and the San Bernardino Railroad Historic Society (SBRHS)

Approve amendment No. 2 to Lease Agreement Contract 08-126 with SBHPS and SBRHS to extend the term of the lease for an additional three years, commencing on March 1, 2011. **Duane Baker**

Transportation Programs & Fund Administration

- 7. Local Transportation Fund (LTF) Revised Apportionment Pg. 37 for Fiscal Year 2010/2011 and Recommended Apportionment for Fiscal Year 2011/2012
 - 1. Maintain Fiscal Year 2010/2011 LTF Apportionment of \$54,232,188 as approved on February 3, 2010.
 - 2. Establish a \$5,000,000 in unrestricted fund balance as a reserve to minimize the impact of a decline in revenue or an unexpected financial need.
 - 3. Approve an LTF Estimated Apportionment of \$63,585,150 for Fiscal Year 2011/2012, including \$60,805,959 in estimated receipts and \$2,779,191 from the prior year audited unrestricted fund balance. **Ryan Graham**

Discussion Items Continued....

Transportation Programs & Fund Administration (Cont.)

8. Request for Proposal (RFP) for Compliance and Fiscal Auditing of the Transportation Development Act (TDA) Claimants, Proposition 1B Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) project recipients and Measure I Local Pass-Through Recipients

Authorize the release of RFP 11137 for qualified firms to provide compliance and fiscal auditing of the TDA claimants, PTMISEA recipients and Measure I Pass-Through recipients for Fiscal Years 2010/11, 2011/12, and 2012/13. **Beth Kranda**

Comments from Committee Members

Public Comment

ADJOURNMENT

Additional Information

Acronym List

Pg. 70

Complete packages of the SANBAG agenda are available for public review at the SANBAG offices. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

Meeting Procedures and Rules of Conduct

Meeting Procedures

The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the Board of Directors and Policy Committees.

Accessibility

The SANBAG meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is (909) 884-8276 and office is located at 1170 W. 3rd Street, 2nd Floor, San Bernardino, CA.

Agendas – All agendas are posted at 1170 W. 3rd Street, 2nd Floor, San Bernardino at least 72 hours in advance of the meeting. Complete packages of this agenda are available for public review at the SANBAG offices and our website: www.sanbag.ca.gov. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

Agenda Actions – Items listed on both the "Consent Calendar" and "Items for Discussion" contain suggested actions. The Board of Directors will generally consider items in the order listed on the agenda. However, items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors.

<u>Closed Session Agenda Items</u> – Consideration of closed session items *excludes* members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.

<u>Public Testimony on an Item</u> – Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should complete a "Request to Speak" form, provided at the rear of the meeting room, and present it to the Clerk prior to the Board's consideration of the item. A "Request to Speak" form must be completed for *each* item an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations.

The Consent Calendar is considered a single item, thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.

<u>Agenda Times</u> – The Board is concerned that discussion take place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.

<u>Public Comment</u> — At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject within the Board's authority. *Matters raised under "Public Comment" may not be acted upon at that meeting. "Public Testimony on any Item" still apply.*

<u>Disruptive Conduct</u> – If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of person willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner. *Please be aware that a NO SMOKING policy has been established for meetings. Your cooperation is appreciated!*

SANBAG General Practices for Conducting Meetings of Board of Directors and Policy Committees

Basic Agenda Item Discussion.

- The Chair announces the agenda item number and states the subject.
- The Chair calls upon the appropriate staff member or Board Member to report on the item.
- The Chair asks members of the Board/Committee if they have any questions or comments on the item. General discussion ensues.
- The Chair calls for public comment based on "Request to Speak" forms which may be submitted.
- Following public comment, the Chair announces that public comment is closed and asks if there is any further discussion by members of the Board/Committee.
- The Chair calls for a motion from members of the Board/Committee.
- Upon a motion, the Chair announces the name of the member who makes the motion. Motions require a second by a member of the Board/Committee. Upon a second, the Chair announces the name of the Member who made the second, and the vote is taken.

The Vote as specified in the SANBAG Bylaws.

- Each member of the Board of Directors shall have one vote. In the absence of the official representative, the alternate shall be entitled to vote. (Board of Directors only.)
- Voting may be either by voice or roll call vote. A roll call vote shall be conducted upon the demand of five official representatives present, or at the discretion of the presiding officer.

Amendment or Substitute Motion.

- Occasionally a Board Member offers a substitute motion before the vote on a previous motion. In
 instances where there is a motion and a second, the maker of the original motion is asked if he would
 like to amend his motion to include the substitution or withdraw the motion on the floor. If the maker of
 the original motion does not want to amend or withdraw, the substitute motion is not addressed until
 after a vote on the first motion.
- Occasionally, a motion dies for lack of a second.

Call for the Question.

- At times, a member of the Board/Committee may "Call for the Question."
- Upon a "Call for the Question," the Chair may order that the debate stop or may allow for limited further comment to provide clarity on the proceedings.
- Alternatively and at the Chair's discretion, the Chair may call for a vote of the Board/Committee to determine whether or not debate is stopped.
- The Chair re-states the motion before the Board/Committee and calls for the vote on the item.

The Chair.

- At all times, meetings are conducted in accordance with the Chair's direction.
- These general practices provide guidelines for orderly conduct.
- From time-to-time circumstances require deviation from general practice.
- Deviation from general practice is at the discretion of the Board/Committee Chair.

Courtesy and Decorum.

- These general practices provide for business of the Board/Committee to be conducted efficiently, fairly and with full participation.
- It is the responsibility of the Chair and Members to maintain common courtesy and decorum.



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■ San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority

■ San Bernardino County Congestion Management Agency
■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 1

Date:

February 16, 2011

Subject:

Information Relative to Possible Conflict of Interest

Recommendation*:

Note agenda items and contractors/subcontractors which may require

member abstentions due to possible conflicts of interest.

Background:

In accordance with California Government Code 84308, members of the Board may not participate in any action concerning a contract where they have received a campaign contribution of more than \$250 in the prior twelve months from an entity or individual. This agenda contains

recommendations for action relative to the following contractors:

Item No.	Contract No.	Contractor/Agents	Subcontractors
6	C08126-2	San Bernardino Historical and Pioneer Society Steven Shaw	None
6	C08126-2	San Bernardino Railroad Historical Society Paul Prine	None

Financial Impact:

This item has no direct impact on the budget.

Reviewed By:

This item is prepared monthly for review by the Board of Directors and

Policy Committee members.

Adm	Approved inistrative Com	mittee
Date:		
Moved:		Second:
In Favor:	Opposed:	Abstained:
Witnessed:		

ADMINISTRATIVE COMMITTEE ATTENDANCE RECORD - 2011

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Rick Roelle Town of Apple Valley												
Dennis Yates City of Chino	×											
Mike Leonard City of Hesperia	×											
Larry McCallon City of Highland	×											
Rhodes Rigsby City of Loma Linda	×											
Paul Eaton City of Montclair	×											
Patrick Morris City of San Bernardino	×											
John Pomierski City of Upland	×											
Josie Gonzales Board of Supervisors	X											
Brad Mitzelfelt Board of Supervisors	X											
Gary Ovitt Board of Supervisors	X											
Neil Derry Board of Supervisors	X											
V - Mombon offendad												

X = Member attended meeting.

Empty box = Member did not attend meeting

Crossed out box = Not a member at the time.

ADMINISTRATIVE COMMITTEE ATTENDANCE RECORD - 2010

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	**0ct	Nov	Dec
Paul Biane Board of Supervisors	×			×	×		×	×			×	
Patrick Morris City of San Bemardino	×	X		×	×	×	×	×	×		×	×
Mike Leonard City of Hesperia	×	X	X	×	×	X	×	X			×	×
Patricia Gilbreath City of Redlands	×	X	X	×	×	×	×		×		×	
Paul Eaton City of Montclair	×	×	×		×	×	×	×	×	7	×	×
Josie Gonzales Board of Supervisors	×	×		×	×	×		×			×	×
Brad Mitzelfelt Board of Supervisors	×	×		×	×	×	×	×		*	×	X
Gary Ovitt Board of Supervisors	×	X			×	×	X	X	X		X	
Bea Cortes City of Grand Terrace	X	X	X	X	X	X	X	X	×			X
Larry McCallon City of Highland	X	X	X	X	X	X	X	X	X		X	×
Dennis Yates City of Chino	×	×	×	×	×	×	×	×			×	×
John Pomierski City of Upland	×	×	×	×	×	×	×	×	×		×	
Rick Roelle Town of Apple Valley	×	×	×	×		×	×	×	×		×	×
Neil Derry Board of Supervisors	×			×	×	X	×	X	X	ila.	×	×

X = Member attended meeting.

Empty box = Member did not attend meeting

* The Administrative Committee did not meet in October

Crossed out box = Not a member at the time.



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2	San	Bernardino (County 1	Transportation	Commissi	on =	San Bern	ardi	no	Cou	unty	Tro	insportation	on A	uthority
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San Bernardino County Congestion Management Agency Service Authority for Freeway Emergencies

Minute Action

	Minute	Action			
	AGENDA ITE	M: <u>3</u>			
Date:	February 16, 2011				
Subject:	January 2011 Procurement Re	eport			
Recommendation:*	Receive January 2011 Procure	ement Report.			
Background:	(Policy No. 11000) on Januar authorized to approve Pur All procurements for supplies	proved the Contracting and Procurement Policy by 3, 1997. The Executive Director, or designee, is rechase Orders up to an amount of \$50,000. and services approved by the Executive Director, or 0 shall be routinely reported to the Administrative of Directors.			
	Attached are the purchase of Administrative Committee for	orders in excess of \$5,000 to be reported to the the month of January 2011.			
Financial Impact:	This item imposes no impa monthly procurement report and Procurement Policy (Police	ct on the FY 10/11 Budget. Presentation of the will demonstrate compliance with the Contracting by No. 11000).			
Reviewed By:	This item is scheduled for review by the Administrative Committee on February 16, 2011.				
Responsible Staff:	William Stawarski, Chief Fina	ancial Officer			
•					
		Approved Administrative Committee			
		Date:			
		Moved: Second:			
		In Favor: Opposed: Abstained:			
		Witnessed:			

COG X CTC X CTA X SAFE X CMA X

Check all that apply. ADM1102a-ws ISF11 Admin Committee February 16, 2011 Page 2

January 2011 Report of Purchase Orders

PO No.				Amount
RCMS#	PO Issue Date	Vendor	Purpose	S
EDEN#	Date			
4000520			Negotiate a new bridge crossing with	
P11136	12/27/10	J.L. Patterson & Associates	BNSF. Sole Source – Unique qualifications, significant time constraints and demonstrated experience.	\$20,000.00
4000528	01/05/11	Tyler Technologies,	2011 annual software maintenance fees.	31,095.89
P11142	01/05/11	Inc.	Sole Source – Unique qualifications.	31,075.07
4000530			I-10/Live Oak Canyon Interchange as-	
P11147	01/18/11	CH2M Hill, Inc.	builts. Sole Source – Unique qualifications.	8,653.00
4000531		County of San		101000
P11146	01/20/11	Bernardino Information Services	Custom Excel reports from EDEN.	18,100.0
4000532			Litigation guarantees for sbX ROW	
P11148	01/11/11	Lawyers Title Co.	acquisitions. Sole Source – unique qualifications.	15,000.00
4000533		Starrand Title of	Litigation guarantees for sbX ROW	
P11145	01/11/11	Steward Title of California	acquisitions. Sole Source – unique qualifications.	35,000.0
	-			
*Note: Sole	Source justifi	ication is noted in the Pi	urpose statement, if applicable. Total \$	\$127,848.8



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San Bernardino County Transportation Commission San Bernardino County Transportation Authority
San Bernardino County Congestion Management Agency Service Authority for Freeway Emergencies

Minute Action

	AGENDA ITEM: 4
Date:	February 16, 2011
Subject:	Budget to Actual Report for first quarter ending September 30, 2010 and second quarter ending December 31, 2010.
Recommendation:*	Receive and file the Budget to Actual Report for first quarter ending September 30, 2010 and second quarter ending December 31, 2010.
Background:	SANBAG's Budget for Fiscal Year 2010-2011 for new activity was adopted by the Board of Directors on June 2, 2010. This report provides a summary of program activity and task activity compared to budget. Budgetary information includes the original and revised budgets, and year to date expenditures.
Financial Impact:	This item reports the status of expenditures against budget and imposes no financial impact on the FY 2010/2011 Budget.
Reviewed By:	This item is scheduled for review by the Administrative Committee on February 16, 2011.
Responsible Staff:	William Stawarski, Chief Financial Officer
	*
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*	Approved
	Administrative Committee
	Date:
	Moved: Second:
	In Favor: Opposed: Abstained:
	Witnessed:
COG X CTC X	CTA X SAFE X CMA X
Check all that apply.	

AIR QUALITY & TRAVELER SERVICES PROGRAM

MENDMENTS ENCUMBRANCES 404,104	BUD	SOCIETIONS		
404,10	103.512	EAFEINDLIUKES	BALANCE	EXPENDED
- 404,10		23,716	79,796	22.91%
•		58,090	2,312,011	2.45%
- 38,208		134,259	1,498,766	8.22%
- 14,85		289,045	1,688,521	14.62%
- 21,35		13,362	93,549	12.50%
- 658	14,436,454	42,651	14,393,803	0.30%
658 478,524	2	561,124	20,066,445	2.72%
- 14,857 - 21,355 34,658 478,524	7 1,977,566 5 106,911 14,436,454 4 20,627,569			

TRANSPORTATION PLANNING & PROGRAMMING PROGRAM

	ORIGINAL			REVISED		TASK	% OF BUDGET
TASK# TASK DESCRIPTION	BUDGET	AMENDMENTS	ENCUMBRANCES	BUDGET	EXPENDITURES	BALANCE	EXPENDED
11011000 Regional Transportation Planning	125,679	020		125,679	40,588	85,091	32.30%
11111000 Freight Movement	126,801	•	•	126,801	4,971	121,830	3.92%
11211000 Growth Forecasting & Planning	166,461		•	166,461	19,307	147,154	11.60%
20211000 Transportation Modeling & Forecasting	181,074	2	200,000	381,074	12,164	368,910	3.19%
20311000 Congestion Management	98,953		•	98,953	4,926	94,027	4.98%
21311000 High Desert Corridor Studies	29,165	•	•	29,165	1,522	27,643	5.22%
37311000 Federal/State Fund Administration	753,113		•	753,113	150,598	602,515	20.00%
7 40411000 Subregional Transportation Planning	278,479	4	62,500	340,979	43,172	297,807	12.66%
40911000 Data Development & Management	275,978	٠.	• *	275,978	48,843	227,135	17.70%
50011000 Transportation Improvement Program	197,823	•		197,823	34,264	163,559	17.32%
52611000 Subregional Transportation Monitoring	43,675	•	8	43,675	•	43,675	0.00%
60911000 Strategic Planning/Delivery Planning	336,281		64,000	400,281	117,465	282,816	29.35%
61211000 Local Project Technical Assistance	248,798	g# !		248,798	11,593	237,205	4.66%
70111000 Valley Signal Coordination Program	4,717,546	3	2,411,415	7,128,962	146,478	6,982,484	2.05%
94111000 Mt./Desert Planning & Project Development	248,899	0		248,899	41,097	207,802	16.51%
TOTAL TRANSPORTATION PLANNING & PROGRAMMING PROGRAM	7,828,725		2,737,915	10,566,641	686'929	6,889,653	6.41%

MAJOR PROJECT DELIVERY PROGRAM

	ORIGINAL			REVISED		TASK	% OF BUDGET
TASK# TASK DESCRIPTION	BUDGET	AMENDMENTS	ENCUMBRANCES	BUDGET	EXPENDITURES	BALANCE	EXPENDED
81511000 Measure I Program Management	4,499,139	(15,000)	826,358	5,310,498	621,348	4,689,150	11.70%
81711000 SR-60 Soundwall	1,308,496	• (46)	•	1,308,496	446	1,308,050	0.03%
82011000 SR 210 Design	221,157		8,527	229,684	775	228,909	0.34%
82211000 SR 210 Right of Way Acquisition	1,332,882	•	281,337	1,614,219	161,424	1,452,795	10.00%
82411000 SR 210 Construction	7,653,209	•	2,519,615	10,172,824	220,245	9,952,579	2.17%
82511000 1-10 Corridor Project Development	1,210,497	100	3,059,488	4,269,986	47,492	4,222,494	1.11%
82611000 1-10/Cherry and 1-10/Citrus Interchanges	9,732,075	•	325,349	10,057,424	624,870	9,432,554	6.21%
83011000 I-215 San/Riv Project Development	298,720		•	298,720		298,720	0.00%
83411000 1-215 Final Design	528,255	•	45,485	573,741	•	573,741	0.00%
83611000 1-215 Right of Way Acquisition	7,371,500	•	12,605,094	19,976,596	839'568	18,980,908	4.98%

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MAJOR PROJECT DELIVERY PROGRAM (CONTINUED)	11110110			pevieen		TACK	% OF BLIDGET
	ORIGINAL			KEVISED		2017	ייים וסטטיים וסיי
TASK# TASK DESCRIPTION	BUDGET	AMENDMENTS	ENCUMBRANCES	BUDGET	EXPENDITURES	BALANCE	EXPENDED
l	70,607,357	(332,832)	11,293,582	81,568,107	5,783,143	75,784,964	7.09%
92011000 1-215 Bi-County HOV Can Closure	7.317.379	• •	895,054	8,212,434	33,478	8,178,956	0.41%
82011000 1-215 Barton Road Interchange	752,311		8,029	760,341	12,870	747,471	1.69%
	13,116,068	•	5,889,085	19,005,154	1,701,146	17,304,008	8.95%
	6,154,018	•	1,647,504	7,801,523	277,462	7,524,061	3.56%
	105,000	•	57,892	162,894	183	162,711	0.11%
	281,364	•	481,318	762,683	8,912	1753,771	1.17%
	546,899	•	332,365	879,264	21,522	857,742	2.45%
	30,307,281	•	565'605	30,816,878	27,109	30,789,769	%60.0
	2,224,186	•	239,595	2,463,782	637	2,463,145	0.03%
	7,879,454	10	685,731	8,565,187	520,641	8,044,546	%80'9
	26 613	•	204,077	230,692	1,667	223,025	3.32%
	91 386	•	207,827	299,214	177,069	122,145	59.18%
97111000 Dalm Avenue Grade Seneration	5.023,977	1.015.000	6,925	6,045,903	21,339	6,024,564	0.35%
	61.481	. '		61,481	•	61,481	%00:0
	2 484 036	•	157.342	2,641,378	882	2,640,496	0.03%
	1 938 919	•	256,243	2,195,162	1,038	2,194,124	0.05%
6//11000 Vincyalu Avenue Of N.N. Orace Separation	38.919	•	272,873	311,792	•	311,792	%00.0
	245,585	•	1,097,501	1,343,086	46,429	1,296,657	3.46%
(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	12.074.403	(6,470,834)	168,19	5,665,461	45,260	5,620,201	%08.0
	341.388	. '	1,563,584	1,904,973	92,848	1,812,125	4.87%
	30.173.666	(000,000)	37,828	29,611,494	919'65	29,551,878	0.20%
	1 432 484	` '	- 1-2	1,432,484	8,841	1,423,643	0.62%
	1 906 181	(1,000,000)	-	181'606	18,279	890,902	2.01%
66411000 Laurer Suect Charle Separation		400.000	•	400,000	•	400,000	%00.0
			22,941,957	22,941,957	•	22,941,957	%00'0
TOTAL MAIOR PROTECT DELIVERY PROCRAM	229.289.285	(7,003,666)	150,615,051	290,804,693	11,538,661	279,266,032	3.97%

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TRANSIT & PASSENGER RAIL PROGRAM		Company of the Compan					
	ORIGINAL			REVISED		TASK	% OF BUDGET
TASK# TASK DESCRIPTION	IADDRE	AMENDMENTS	ENCUMBRANCES	BUDGET	EXPENDITURES	BALANCE	EXPENDED:
1950 C-11	2114	1	•	211,403	54,727	156,676	25.89%
21511000 General Hansin	93 949	9.900.000		9,993,949	25,717	9,968,232	0.26%
SISTINGO CHIMIMAIIS	419	(<u>81</u>	420.000	542,476	3,374	539,102	. 0.62%
51511000 Barstow-County-Training	9 00		. •	656,362	17,360	639,002	2.64%
31/11000 Victor Valley Iransii	37.7			271,579	1,053	270,526	0.39%
518 1000 Morongo Basin Transit	750		16.069	526,323	22,749	503,574.	4.32%
31911000 Social Service Transportation rian	7.004 ·			28,029	377	27,652	1.35%
32011000 Needles transit	005	87 83.900		133,987	4,363	129,624	3.26%
2531000 Connell Area Italian	478.2		35,504	513,756	51,902	461,854	10.10%
37711000 Celletal Collimates rail 37711000 Commuter Rail Operating Expenses	000,167,6	. 00	285,313	10,076,314	2,394,273	7,682,041	23.76%

TRANSIT & PASSENGER RAIL PROGRAM (CONTINUED)

	֡		֡	
000 070 27	21 142 407	14 467 018	12 330 869	TOTAL TRANSIT & PASSENGER RAIL PROGRAM
124,272	24,280	•	99,992	50111000 Federal Transit Act Programming
92,440	43,492	•	48,948	38111000 Gold Line Phase II
142,133	•	•	142,133	38011000 Rediands Rail Extension
24,627,365	20,317,839	3,309,526	1,000,000	37911000 Commuter Rail Capital Expenses
BUDGET	ENCUMBRANCES	AMENDMENTS	BUDGET	TASK# TASK DESCRIPTION
REVISED			ORIGINAL	
	REVISED BUDGET EXPENDITURES 24,627,365 142,133 26,589 92,440 124,272	REVISED BUDGET 24,627,365 142,133 2 92,440	REVISED ENCUMBRANCES BUDGET 20,317,839 24,627,365 142,133 43,492 92,440 24,280 124,272	AMENDMENTS ENCUMBRANCES BUDGET 00 3,309,526 20,317,839 24,627,365 33 1309,526 20,317,839 24,627,365 48 43,492 92,440 92 24,280 124,272

TRANSPORTATION FUND ADMINISTRATION PROGRAM

	ORIGINAL			REVISED		TASK	% OF BUDGET
TASK# TASK DESCRIPTION	BUDGET	AMENDMENTS	ENCUMBRANCES	BUDGET	EXPENDITURES	BALANCE	EXPENDED
50211000 TDA Administration	450,000		24,274	474,274	34.967	439.307	7.37%
50411000 Measure 1 Administration - Valley	146,596	•	•	146,596	20,631	125,965	14.07%
50511000 Measure I Administration - Mt/Desert General	166,563	•	•	166,563	29,144	137,419	17.50%
50611000 Local Transportation Fund	44,364,222	•	31,488,485	75,852,707	16,270,716	166,185,65	21.45%
50711000 State Transit Assistance Fund	•	•	43,425,302	43,425,302	702,694	42,722,608	1.62%
51311000 Measure I Valley E & D	6,428,047	(250,000)	•.	6,178,047	1,051,133	5,126,914	17.01%
51511000 Measure I Valley Apportionment/Allocation	6,514,806	•	•	6,514,806	11,163	6,503,643	0.17%
61011000 Measure 2010-2040 Project Advancement	8,249,099	•	•	8,249,099	2,205	8,246,894	0.03%
-61511000 Measure I Local Stimulus	•	(4,535,647)	27,660,040	23,124,393	•	23,124,393	%00.0
■ 9180000 Valley Measure I Local	16,398,080	•	•	16,398,080	4,384,680	12,013,400	26.74%
9180100 Mt./Desert Measure I Local	13,073,931	t	•	13,073,931	3,538,245	9,535,686	27.06%
TOTAL TRANSPORTATION FUND ADMINISTRATION PROGRAM	95,791,344	(4,785,647)	102,598,101	193,603,798	26,045,576	167,558,222	13.45%

GENERAL - COUNCIL OF GOVERNMENTS SUPPORT PROGRAM

		ORIGINAL			REVISED	37	TASK	% OF BUDGET
TASK# TASK DESCRIPTION		BUDGET	AMENDMENTS	ENCUMBRANCES	BUDGET	EXPENDITURES	BALANCE	EXPENDED
10411000 Intergovernmental Relations		327,142			327,142		278,412	
49011000 Council of Govts New Initiatives		228,226	•	750,189	978,415	15,244	963,171	:
50311000 Legislation		646,918	·	14,709	661,627		590,523	10.75%
60111000 County Transportation Commission-General	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	504,897	. 17		504,897		411,666	
60511000 Publications & Public Outreach		·· 512,211		27 14	512,211		443,960	
80511000 Building Operations		70,382	0.00		70,382		67,753	
80611000 Building Improvements		19,803	521,299	1,174	542,276		538,715	
94211000 Financial Management		378,715	•	225,606	604,321		579,657	
TOTAL COUNCIL OF GOVERNMENTS SUPPORT PROGRAM		2,688,294	521,299	991,678	4,201,271	3.	3,873,857	

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CONSOLIDATED BY PROGRAM							
	ORIGINAL			REVISED		PROGRAM	% OF BUDGET
PROGRAM DESCRIPTION	BUDGET	AMENDMENTS	ENCUMBRANCES	BUDGET	EXPENDITURES	BALANCE	EXPENDED
AIR OUALITY & TRAVELER SERVICES PROGRAM	20,114,385	34,658	478,524	20,627,569	561,124	20,066,445	2.72%
TRANSPORTATION PLANNING & PROGRAMMING PROGRAM	7,828,725	•	2,737,915	10,566,641	686'929	9,889,653	6.41%
MAIOR PROJECT DELIVERY PROGRAM	229,289,285	(7,003,666)	150,615,89	290,804,693	11,538,661	279,266,032	3.97%
TRANSIT & PASSENGER RAIL PROGRAM	12,330,869	14,467,018	21,142,497	47,940,388	2,602,486	45,337,902	5.43%
TRANSPORTATION FUND ADMINISTRATION PROGRAM	95,791,344	(4,785,647)	102,598,101	193,603,798	26,045,576	167,558,222	13.45%
GENERAL - COUNCIL OF GOVERNMENTS SUPPORT PROGRAM	2,688,294	521,299	879,169	4,201,271	327,414	3,873,857	7.79%
GRAND TOTAL ALL PROGRAMS	368,042,902	3,233,662	196,467,766	567,744,360	41,752,249	525,992,111	7.35%

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	ORIGINAL			REVISED		TASK	% OF BUDGET
TASK# TASK DESCRIPTION	BUDGET	AMENDMENTS	ENCUMBRANCES	BUDGET	EXPENDITURES	BALANCE	EXPENDED
10211000 Air Quality Activities	103,512	•	•	103,512	28,824	74,688	27.85%
40611000 Rideshare Management	1,965,996	•	404,104	2,370,101	124,565	2,245,536	5.26%
70211000 Call Box System	1,594,816		38,208	1,633,025	570,285	1,062,740	34.92%
70411000 Freeway Service Patrol/State	1,962,709	•	14,857	1,977,566	700,131	1,277,435	35.40%
70611000 Intelligent Transportation Systems	85,556	•	21,355	116,911	34,684	72,227	32.44%
81211000 Clean Fuels Implementation	14,401,796	34,658	93	14,436,454	106,934	14,329,520	0.74%
FOTAL AIR QUALITY & TRAVELER SERVICES PROGRAM	20,114,385	34,658	478,524	20,627,569	1,565,423	19,062,146	7.59%

RANSPORTATION PLANNING & PROGRAMMING PROGRAM

	ORIGINAL			REVISED		TASK	% OF BUDGET
TASK# TASK DESCRIPTION	BUDGET	AMENDMENTS	ENCUMBRANCES	BUDGET	EXPENDITURES	BALANCE	EXPENDED
11011000 Regional Transportation Planning	125,679			125,679	74,962	50,717	29.65%
11111000 Freight Movement	126,801	,	•	126,801	22,473	104,328	17.72%
11211000 Growth Forecasting & Planning	166,461			166,461	53,568	112,893	32.18%
20211000 Transportation Modeling & Forecasting	181,074	•	200,000	381,074	63,232	317,842	%65'91
20311000 Consection Management	98,953	•	•	98,953	7,448	91,505	7.53%
23311000 High Desert Corridor Studies	29,165	•	- 11 595	29,165	4,677	24,488	16.04%
37311000 Federal/State Fund Administration	753,113	•	•	753,113	263,468	489,646	34.98%
40411000 Subregional Transportation Planning	278,479		62,500	340,979	162,463	178,516	47.65%
40911000 Data Development & Management	275,978	•		275,978	104,925	171,053	38.02%
	197.823	å	•	197,823	103,221	94,602	52.18%
5261 1000 Subregional Transportation Monitoring	43.675		2.5	43,675	1,088	42,587	2.49%
60911000 Strategic Planning/Delivery Planning	336,281		64,000	400,281	343,581	56,700	85.84%
61211000 Local Project Technical Assistance	248,798	•	- 360000	248,798	580,59	183,713	26.16%
70111000 Valley Signal Coordination Program	4,717,546		2,411,415	7,128,962	650,490	6,478,472	9.12%
94111000 Mt./Desert Planning & Project Development	248,899	•	•	248,899	77,889	171,010	31.29%
OTAL TRANSPORTATION PLANNING & PROGRAMMING PROGRAM	7,828,725		2,737,915	10,566,641.	1,998,571	8,568,070	18.91%
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AAJOR PROJECT DELIVERY PROGRAM

AAJOR PROJECT DELIVERY PROGRAM							
	ORIGINAL			REVISED		TASK	% OF BUDGET
TASK# TASK DESCRIPTION	BUDGET	AMENDMENTS	ENCUMBRANCES	BUDGET	EXPENDITURES	BALANCE	· EXPENDED
81511000 Measure J Program Management	4,499,139	(15,000)	826,358	5,310,498	1,576,412	3,734,086	29.68%
81711000 SR-60 Soundwall	1,308,496	•	•	1,308,496	4,127	1,304,369	0.32%
82011000 SR 210 Design	221,157	•	8,527	229,684	18,143	211,541	7.90%
82211000 SR 210 Right of Way Acquisition	1,332,882	,	281,337	1,614,219	688,547	925,672	42.66%
82411000 SR 210 Construction	7,653,209	•	2,519,615	10,172,824	538,739	9,634,085	2.30%
82511000 1-10 Corridor Project Development	1,210,497	*	3,059,488	4,269,986	283,481	3,986,505	6.64%
82611000 I-10/Cherry and I-10/Citrus Interchanges	9,732,075	•	325,349	10,057,424	3,076,550	6,980,874	30.59%
83011000 1-215 San/Riv Project Development	298,720		٠	298,720	•	298,720	%00.0

4AJOR PROJECT DELIVERY PROGRAM (CONTINUED)

	ORIGINAL			REVISED		TASK	% OF BUDGET
TASK# TASK DESCRIPTION	BUDGET	AMENDMENTS	ENCUMBRANCES	BUDGET	EXPENDITURES	BALANCE	EXPENDED
83411000 1-215 Final Design	528,255	•	45,485	573,741	905'6	564,235	1.66%
83611000 1-215 Right of Way Acquisition	7,371,500		12,605,094	19,976,596	1,357,785	18,618,811	6.80%
83811000 1-215 Construction	70,607,357	(332,832)	11,293,582	81,568,107	15,454,138	66,113,969	18.95%
83911000 1-215 Bi-County HOV Gap Closure	7,317,379	•	895,054	8,212,434	359,790	7,852,644	4.38%
84011000 1-215 Barton Road Interchange	752,311	•	8,029	760,341	117,424	642,917	15.44%
84111000 1-10 Riverside Interchange	13,116,068	•	5,889,085	19,005,154	3,917,028	15,088,126	20.61%
84211000 1-10 Tippecanoe Interchange	6,154,018	•	1,647,504	7,801,523	1,122,408	6,679,115	14.39%
	105,000	•	57,892	162,894	1,728	161,166	1.06%
84511000 Mt. Vernon/Washington Interchange	281,364	•	481,318	762,683	64,152	698,531	8.41%
85011090 Alternative Project Financing	546,899	•	332,365	879,264	42,743	836,521	4.86%
86211000 1-10 Westbound Lane Addition - Yucaipa	30,307,281	•	565,605	30,816,878	126,953	30,689,925	0.41%
86911000 Glen Helen Parkway Grade Separation	2,224,186	•	239,595	2,463,782	2,621	2,461,161	0.11%
87011000 Hunts Lane Grade Separation	7,879,454		685,731	8,565,187	625,194	7,939,993	7.30%
87111000 State St./University Parkway Grade Separation	26,613	•	204,077	230,692	11,524	219,168	2.00%
87211000 Ramona Avenue Grade Separation	91,386	•	207,827	299,214	190,289	108,925	63.60%
87411000 Palm Avenue Grade Separation	5,023,977	1,015,000	6,925	6,045,903	380,455	5,665,448	6.29%
87511000 Main Street Grade Separation	61,481			61,481	•	61,481	%00:0
87611000 S Milliken Avenue/UPRR Grade Separation	2,484,036	•	157,342	2,641,378	2,431	2,638,947	%60.0
87711000 Vincyard Avenue/UPRR Grade Separation	1,938,919	•	256,243	2,195,162	5,115	2,190,047	0.23%
87811000 Archibald Avenue/UPRR Grade Separation	38,919	•	272,873	311,792	92,491	219,301	29.66%
87911000 Colton Crossing BNSF/UPRR Grade Separation	245,585	•	1,097,501	1,343,086	839,799	503,287	62.53%
88011000 1-15/1-215 Devore Interchange	. 12,074,403	(6,470,834)	168,19	5,665,461	713,672	4,951,789	12.60%
88111000 Lenwood Avenue Grade Separation	341,388	•	1,563,584	1,904,973	398,521	1,506,452	20.92%
88211000 N. Milliken Avenue Grade Separation	30,173,666	(000,009)	37,828	29,611,494	291,417	29,320,077	%86.0
88311000 SR 210 Pepper Avenue Interchange	1,432,484	•		1,432,484	32,521	1,399,963	2.27%
88411000 Laurel Street Grade Separation	1,909,181	(1,000,000)	•	181,606	40,838	868,343	4.49%
88611000 Colton /BNSF Quiet Zone		400,000	=	400,000	•	400,000	%00:0
96011000 Debt Service-Major/09 Issue A			22,941,957	22,941,957		22,941,957	%00.0
OTAL MAJOR PROJECT DELIVERY PROGRAM	229,285	(7,003,666)	68,519,051	290,804,693	32,386,544	258,418,149	11.14%
17							
RANSIT & PASSENGER RAIL PROGRAM							
TASK# TASK DESCRIPTION	ORIGINAL	AMENDMENTS	ENCUMBRANCES	REVISED BUDGET	EXPENDITURES	TASK BALANCE	% OF BUDGET EXPENDED
30911000 General Transit	211,403			211,403	619,16	113,730	46.20%
31511000 Omnitrans	93,949	000,000,6	•	9,993,949	68,671	9,925,278	%69:0
	41,942	80,534	420,000	542,476	6,448	536,028	1.19%
	58,862	597,500	•	656,362	25,330	631,032	3.86%
	37,781	233,798	• ;	271,579	6,293	265,286	2.32%
31911000 Social Service Transportation Plan	260,253	250,000	16,069	526,323	66,884	459,439	3 79%
	No.	1,100		10,01	100,	10.00	

TRANSIT & PASSENGER RAIL PROGRAM (CONTINUED)							
	ORIGINAL			REVISED		TASK	% OF BUDGET
TASK# TASK DESCRIPTION	BUDGET	AMENDMENTS	ENCUMBRANCES	BUDGET	EXPENDITURES	BALANCE	EXPENDED
32111000 Mountain Area Transit	50,087	83,900		133,987	12,767	121,220	9.53%
35211000 General Commuter Rail	478,250	•	35,504	513,756	157,966	355,790	30.75%
37711000 Commuter Rail Operating Expenses	9,791,000	•	285,313	10,076,314	4,839,681	5,236,633	•
37911000 Commuter Rail Capital Expenses	000,000,1	3,309,526	20,317,839	24,627,365	2,138,064	22,489,301	8 68%
38011000 Redlands Rail Extension	142,133	•		142,133	56,601	85,532	39.82%
38111000 Gold Line Phase II	48,948		43,492	92,440	52	92,388	0.06%
50111000 Federal Transit Act Programming	99,992	•	24,280	124,272	10,247	114,025	8 25%
TOTAL TRANSIT & PASSENGER RAIL PROGRAM	12,330,869	14,467,018	21,142,497	47,940,388	7,487,740	40,452,648	15.62%

I KANSPORTATION FUND ADMINISTRATION PROGRAM	ORIGINAL			REVISED		TASK	% OF BUDGET
TASK# TASK DESCRIPTION	BUDGET	AMENDMENTS	ENCUMBRANCES	BUDGET	EXPENDITURES	BALANCE	EXPENDED
50211000 TDA Administration	450,000	B)	24,274	474,274	130,821	343,453	27.58%
50411000 Measure I Administration - Valley	146,596	•	•	146,596	71,186	75,410	48.56%
50511000 Measure I Administration - Mt./Desert General	166,563	•	1	166,563	76,912	89,652	46.18%
50611000 Local Transportation Fund	44,364,222	•	31,488,485	75,852,707	30,070,124	45,782,583	39.64%
50711000 State Transit Assistance Fund	•	•	43,425,302	43,425,302	2,134,257	41,291,045	4.91%
51311000 Measure I Valley E & D	6,428,047	(250,000)		6,178,047	1,576,632	4,601,415	25.52%
51511000 Measure I Valley Apportionment/Allocation	6,514,806	3	8	6,514,806	35,421	6,479,385	0.54%
61011000 Measure i 2010-2040 Project Advancement	8,249,099	•	7:	8,249,099	1,277,984	6,971,115	15.49%
61511000 Measure I Local Stimulus		(4,535,647)	27,660,040	23,124,393	63,027	23,061,366	0.27%
9180000 Valley Measure 1 Local	16,398,080	•	•	16,398,080	7,175,407	9,222,673	43.76%
9180100 Mt/Desert Measure I Local	13,073,931	* 1	- 100	13,073,931	5,427,487	7,646,444	41.51%
TOTAL TRANSPORTATION FUND ADMINISTRATION PROGRAM	95,791,344	(4,785,647)	102,598,101	193,603,798	48,039,256	145,564,542	24.81%
8 GENERAL - COUNCIL OF GOVERNMENTS SUPPORT PROGRAM				•			ži.
	ORIGINAL			REVISED		TASK	% OF BUDGET
TASK# TASK DESCRIPTION	BUDGET	AMENDMENTS	ENCUMBRANCES	BUDGET	EXPENDITURES	BALANCE	EXPENDED
10411000 Intergovernmental Relations	327,142		٠	327,142	92,747	234,395.	28.35%
49011000 Council of Govts New Initiatives	228,226	•	750,189	978,415	196,669	781,746	20.10%
50311000 Legislation	646,918	•	14,709	661,627	149,613	512,014	22.61%
60111000 County Transportation Commission-General	504,897	•	•	504,897	164,636	340,261	32.61%
60511000 Publications & Public Outreach	512,211	•	•	512,211	134,044	378,167	26.17%
80511000 Building Operations	70,382	•	•	70,382	41,302	29,080	58.63%
80611000 Building Improvements	19,803	521,299	1,174	542,276	6,274	536,002	1.16%
94211000 Financial Management	378,715		225,606	604,321	109.89	535,720	11.35%
FOTAL COUNCIL OF GOVERNMENTS SUPPORT PROGRAM	2,688,294	521,299	879,199	4,201,271	853,885	3,347,386	20.32%
SRAND TOTAL ALL PROGRAMS	368,042,902	3,233,662	196,467,766	567,744,360	92,331,419	475,412,941	16.26%

San Bernardino Associated Governments Budget to Actual Report: July 2010 - December 2010 Fiscal Year 2010/2011

ONSOLIDATED BY PROGRAM

	ORIGINAL			REVISED		PROGRAM	% OF BUDGET
PROGRAM DESCRIPTION	BUDGET	AMENDMENTS	ENCUMBRANCES	BUDGET	EXPENDITURES	BALANCE	EXPENDED
IR QUALITY & TRAVELER SERVICES PROGRAM	20,114,385	34,658	478,524	20,627,569	1,565,423	19,062,146	7.59%
TRANSPORTATION PLANNING & PROGRAMMING PROGRAM	7,828,725	•	2,737,915	10,566,641	1,998,571	8,568,070	18.91%
AAJOR PROJECT DELIVERY PROGRAM	229,289,285	(7,003,666)	150,615,89	290,804,693	32,386,544	258,418,149	11.14%
RANSIT & PASSENGER RAIL PROGRAM	.12,330,869	14,467,018	21,142,497	47,940,388	7,487,740	40,452,648	15.62%
TRANSPORTATION FUND ADMINISTRATION PROGRAM	95,791,344	(4,785,647)	102,598,101	193,603,798	48,039,256	145,564,542	24.81%
SENERAL - COUNCIL OF GOVERNMENTS SUPPORT PROGRAM	2,688,294	521,299	879,166	4,201,271	853,885	3,347,386	20.32%
SRAND TOTAL ALL PROGRAMS	368,042,902	3,233,662	196,467,766	567,744,360	92,331,419	475,412,941	16.26%
			-				



San Bernardino Associated Governments

1170 W. 3rd Street, 2nd Floor San Bernardino, CA 92410-1715 Phone: (909) 884-8276 Fax: (909) 885-4407 Web: www.sanbag.ca.gov



■ San Bernardino County Transportation Commission
■ San Bernardino County Transportation Authority San Bernardino County Congestion Management Agency
Service Authority for Freeway Emergencies

	Minute	Action		
	AGENDA ITE	EM:		
Date:	February 16, 2011			
Subject:	Measure I Revenue			
Recommendation:*	Receive Report on Measure I	receipts for Measure	I 2010-204	10.
Background:	Sales tax revenue collection Cumulative total receipts for \$57,396,856.	s for the current Me Fiscal Year 2010/11	easure I be as of Dece	egan April 1, 2010. ember 31, 2010 were
	Attached is a summary of cumulative total since its incollections from the previous October-December represents	ception. The quarter s quarter taxable sal	rly receipts es. For ex	represent sales tax xample, receipts for
	Measure I revenue for the \$108,000,000. Actual Meas December 31, 2010 are \$57,3 for July-September 2010 and comparison to the \$53,061,09 increase of 8.1% (see Table 1)	sure I receipts for f 196,856. The receipt \$29,207,950 for Octo 0 received during the	fiscal year is by quarte ober-Decen	2010/2011 through er were \$28,188,907 aber 2010. This is in
	4 × 1 + 1 + 1 + 1 + 1			
21				
	e 1			
*				
	e e e g g	Admii	Approved nistrative Com	mittee
		Date:		
	·	Moved:		Second:
		In Favor:	Opposed:	Abstained:
		Witnessed:		

COG X CTC Check all that apply. ADM1102b-ws

X CTA X SAFE

CMA

Admin Committee February 16, 2011 Page 2

Table 1

Measure I Receipts

	July-	October- December	January- March	April- June	Fiscal Year Total	Cumulative Total To Date
Fiscal Year	September	December	March	April-June	Iotai	10 2.10
Fiscal Year 2009/2010	26,224,529	26,836,561	27,310,563	26,382,812	106,754,464	\$106,754,464
					i i	
Fiscal Year 2010/2011	28,188,907	29,207,950	0	0	57,396,856	\$57,396,856
% Increase Over 09/10	7.49%	8.84%				

Financial Impact: Current and future Measure I collections will have an impact on borrowing and

delivery of major projects.

Reviewed By: This item is scheduled for review by the Administrative Committee on February

16, 2011.

Responsible Staff: William Stawarski, Chief Financial Officer



San Bernardino Associated Governments

1170 W. 3rd Street, 2nd Floor San Bernardino, CA 92410-1715 Phone: (909) 884-8276 Fax: (909) 885-4407 Web: www.sanbag.ca.gov



San	Bernardino	County	Transportation	Commission	San Bernardino County Transportation Authorit

■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

	Minute Action				
	AGENDA ITEM: 6				
Date:	February 16, 2011				
Subject:	Lease amendment with the San Bernardino Historic and Pand the San Bernardino Railroad Historic Society (SBRHS)	oneer Society (SBHPS)			
Recommendation:*	Approve amendment No. 2 to Lease Agreement Contract (SBRHS to extend the term of the lease for an additional thon March 1, 2011.	08-126 with SBHPS and aree years, commencing			
Background:	In February 2008 the Board approved Contract 08-0126 w to occupy approximately 4,765 square feet within Community Room for the establishment and operation of rate of \$1.00 per year and authorized a payment of \$200 historic society for providing a volunteer Station Host Prog	the Wesley McDaniel a historic museum at a 0.00 per month to each			
	In November 2009 the Board approved an amendment increasing the amount of space within leased premises to 5,329 square feet to allow for expansion of the museum and additional storage.				
•	The original lease agreement was for a three year term wi Staff is recommending approval of a second contract an contract amendment) to extend the lease for an addition one three-year extension option. The historic museum has to attracting the public to the Depot and promoting local use of rail transportation in San Bernardino. In addition, performed their obligations under the Station Host Program	nendment (see attached al three-year term with proven to be beneficial history and the historic they have successfully			
	Approv Administrative (
	Date:				
	Moved:	Second:			
	In Favor: Opposed	d: Abstained:			
	Witnessed:				

COG X CTC CTA SAFE CMA

Check all that apply. ADM1102a-DAB Attachment; C0812602-cef Administrative Committee Agenda Item February 16, 2011 Page 2

The amended agreement has been submitted to the City, the two historic societies and legal counsel and the terms, conditions, and rent schedule are mutually agreed upon by all parties.

Financial Impact:

This item is consistent with the adopted SANBAG budget.

Reviewed By:

This item will be reviewed by the Administrative Committee on February 16, 2011.

Responsible Staff:

Duane A. Baker, Director of Management Services

SANBAG Contract No. <u>C08126-2</u>

by and between <u>San Bernardino Associated Governments</u> and <u>the San Bernardino Historic and Pioneer Society and San Bernardino Railroad Historical Society</u> for <u>the provision of a Station Host Program and no-fee lease of museum space</u>

1							
N Davis	1.1-	T., .		ACCOUNTING	PURPOSES ONLY		
│ ☑ Paya			Contract #	_	Retention:	(Original
			ID <u>00029 & 019</u>		☐ Yes % 🖾 No] [
Original	l Contract	•	\$ <u>11,200.00</u>	Previous Am			\$ <u>0</u>
				Previous Am Contingency	endments // Allowance Total:		\$ <u>0</u>
Conting	ency / Alle	owance		Current Ame	endment:		\$ <u>14,400</u>
			\$ <u>0</u>	Current Ame	ndment Contingency / Allo	wance:	\$ <u>0</u>
Conting	ency Amo	unt requ	ires specific au	thorization by	Task Manager prior to rele	ase.	_
					Contract TOT	AL ► S	14,400
* Fundin	g sources	remain as	stated on this d	ocument unless	s and until amended by prop	er authorit	ty. Funding sources
are are	SC WINCII 2	ne ullinal			ure. g allocation for the original	contract	or the emendment
Main	Level 1	Level 2	Cost Code/	Grant ID/	Funding Sources/	CONTRACT	Amounts
Task/			Object	Supplement	Fund Type		for Contract
Project (Measure I, STP, CMAQ, etc.)						.)	Total or Current Amndmnt Amt
0805 NA NA 52001 1090 General Fund-Local/Other							
<u>VA NA 52001 1090</u> General Fund-Local/Other \$ 14,400							Ψ 14,400
				······································			\$
Original I	Board App	roved Cor	ntract Date:	1/9/08	Contract Start: 3/1/08	Contrac	t End: <u>2/28/11</u>
New Ame	end. Appro	val (Board	d) Date:	3/2/11	Amend. Start: 3/1/11		End: 2/28/14
Allocate	the Total C	ontract A	Amount or Curre	ent Amendmer	nt amount between Approve	d Budget	Authority in the
current y	ear and Fu	iture Fisc	al Year(s) Unbu	dgeted Obliga	tion.		The state of the s
	d Budget		scal Year: <u>10/11</u>	Fu	ture Fiscal Year(s) –		
Authorit			<u>1,600</u>		budgeted Obligation ►	\$ <u>12</u> ,	
⊠ Budge	et authority	for this co	ontract currently	exists in Task N	No. <u>80511000</u> (C-Task may	be used h	ere.).
☐ A bud	get amend	ment is re	equirea. A Buage	et Amendment	Request is attached.		
	· · · · · · · · · · · · · · · · · · ·		CON	TRACT MA	NAGEMENT		
Check a	II applica	ble box	es:	-			
☐ Interg	governme	ntal	□ Private	☐ Fede	eral Funds 🕅 State	/Local Fu	ınds
☐ Disac	dvantaged	l Busines	ss Enterprise ([DBE)	Underutilized DBE (UDB		
Task Ma	nager: D	uane A	. Baker	(Contract Manager: Colle	en Frai	nco
Chi	une	LE	Jale	13/11	Collen Eda	anu	1/3//11
Task Ma	nager Sig	nature	[Date / / /	Contract Manager Signa		Date
Gall	140			17/01			
Unlet Fir	nancial Of	rıcer Siar	nature [Date			18

SANBAG LEASE AGREEMENT CONTRACT NO. C08126

by and between San Bernardino Associated Governments and San Bernardino Historical and Pioneer Society and San Bernardino Railroad Historical Society

This Amendment No. 2 to Lease Agreement Contract No. C08126 entered into this 2nd day of March, 2011, by and between the SAN BERNARDINO ASSOCIATED GOVERNMENTS, a public agency, hereinafter referred to as "Lessor", and the San Bernardino Historical and Pioneer Society and the San Bernardino Railroad Historical Society, jointly and severally, both California nonprofit public benefit corporations, hereinafter collectively referred to as "Lessee".

RECITALS

WHEREAS, the Lessor and Lessee wish to amend the original Lease Agreement entered on the 6th day of February 2008 in order to renew the Lease Agreement for a period of three (3) years; and

WHEREAS, Lessor co-owns and shares fee title with the City of San Bernardino to certain property known as the San Bernardino Santa Fe Depot located at 1170 W. 3rd Street within the City of San Bernardino and has the sole legal authority to enter into this Lease for such property comprised of approximately 5,329 square feet (formerly referred to as the Wesley McDaniel Community Room) (the "Property") and as further described and as set forth on Exhibit "A" as attached hereto.; and

WHEREAS, Lessee previously established and operates a San Bernardino Santa Fe Depot Station Host Program ("Station Host Program") as described in Exhibit "B" as attached hereto and operates a historic museum; and

WHEREAS, the Board of Directors of SANBAG deems that the lease of the Leased Premises to Lessee to establish and operate a historic museum serves a public purpose in providing social and educational needs to the population of the county; and

WHEREAS, the Board of Directors of SANBAG finds that the Leased Premises is not and during the time of possession, will not be needed for SANBAG purposes.

NOW, THEREFORE, the parties hereto agree as follows:

1. Lessor hereby leases to Lessee that portion of the Property identified as the Leased Premises as further identified in Exhibit "A", attached hereto and by this reference made a part

hereof, and any and all improvements to be constructed thereon, upon the terms and conditions hereinafter set forth. The Leased Premises shall also include the non-exclusive use for public access through the corridor leading to the Leased Premises and Depot Main Lobby, including the restrooms. Subject to Lessor's advance written approval, Lessee has located a display cabinet within the Depot Main Lobby and may exhibit collections along the exterior of the Depot in the vicinity of the Leased Premises.

- 2. The term of this Lease shall be for a period of three (3) years, commencing on March 1, 2011, and terminating on February 28, 2014. This Lease may be renewed by Lessee upon the written consent of Lessor at its sole and absolute discretion for a further term of not to exceed three (3) additional years upon such terms, conditions and rent schedule as may be mutually agreed upon between Lessor and Lessee.
- 3. In exchange for the Lessee's continuing operation of a Station Host Program, Lessor agrees to pay the San Bernardino Historic and Pioneer Society the sum of Two Hundred Dollars (\$200.00) per month and to pay the San Bernardino Railroad Historical Society the sum of Two Hundred Dollars (\$200.00) per month by the last day of each month. In the event that the Station Host Program is terminated, for any reason, then Lessor's obligation to pay these sums shall cease.
- 4. Pursuant to California Government Code section 26227, Lessor, acknowledging that the establishment and operation of a historic museum is in the best interest of SANBAG and will meet the social and educational needs of the general public, shall make the Leased Premises available to Lessee at a cost of One Dollar (\$1.00) per year, payable by the 5th day of the month following the month in which the Lessee obtains a certificate of occupancy for each year of the Lease Term.
- 5. The purpose of this Lease shall be to provide for the installation of a historic museum facility on the Leased Premises and the continued operation of a Station Host Program as further identified in Exhibit "B", attached hereto and by this reference made a part hereof. Lessee acknowledges and agrees that its right to operate a historic museum at the Santa Fe Depot is expressly conditioned on the requirements herein.
- 6. Lessee agrees that the Leased Premises shall be used solely and exclusively for the purposes hereinabove as set forth, and for no other purpose. Lessee shall use the Leased Premises for a museum and associated uses, including exhibition of Lessee and other collections, research, education, and operation of a gift shop limited to the sale of books and other items directly related to the history of San Bernardino County and railroads. Lessee is prohibited from selling coffee, sodas, snacks or other any other food items. Lessee shall not use the Leased Premises in any manner that will create waste, create a nuisance or tend to disturb nearby or adjoining Lessees and/or property owners. Subject to Lessor's advance written approval, Lessee may hold one (1) Special Event per month using its Leased Premises and the Depot Main Lobby for the purposes specified above. All events shall harmonize with the character and mission of the San Bernardino Historic and Pioneer Society and the San Bernardino Railroad Historical Society. Use of the Depot Main Lobby shall be nonexclusive. Requests for Special Events must be made at a minimum of 30 days in advance.

Although it is expected that requests will be received with adequate notice, special considerations will be made for late requests due to extenuating circumstances.

- 7. In order to facilitate communication during this Lease, Lessee shall designate a person who shall act as the Lessee's point of contact for the purpose of compliance with this Lease and shall notify Lessor of that person's phone and address and email address. Lessee shall notify Lessor of any change in the Lessee's contact person within five days of any such change.
- 8. Lessee shall have complete responsibility for the operation of said museum facility and Lessee agrees to operate said facility as a historical museum facility in accordance with all rules and regulations of the State of California. Said facility shall be operated by Lessee without discrimination as to race, creed, color or religion. Lessee shall operate the museum not less than four (4) hours on Saturdays. Lessee will notify Lessor within thirty (30) days of any increase in museum hours or days of operation. Lessee shall not, without Lessor's prior written consent, make any alterations, improvements, additions, or utility installations in, on or about the Leased Premises.
- 9. Lessee shall be responsible for those utilities, maintenance obligations and other repairs and replacements as specifically set forth in this Lease.
 - a. Utilities. Either Lessor or other Lessees located on the Property of which the Leased Premises is a portion thereof shall pay or cause to be paid all applicable connection charges and monthly service charges and use fees and charges with respect to all water and sewer, gas and electricity usage for the Leased Premises. Lessee shall pay for telephone, internet and other utility services supplied to the Leased Premises that are obtained at the request of Lessee together with any taxes thereon and for all applicable connection charges and fees for such utility items as may be requested by Lessee from the applicable utility provider.
 - b. Maintenance and Repairs. Except for damage caused by any negligent or intentional act or omission of Lessor, Lessor's agents, employees or invitees, Lessee, at its sole cost and expense, shall, keep in good condition and repair, floor, windows, doors, interior walls and interior ceiling of the Leased Premises and all other improvements located on or within the Leased Premises. Lessee shall provide janitorial service, maintain all electrical, plumbing and sewage systems of the kitchen sink and mop sink, and without limitation, those improvements of any type that are a part of the Leased Premises. Lessor shall maintain the heating, ventilating and air conditioning, fire sprinkler, and alarm systems either located on or otherwise servicing the Leased Premises.

10. HOLD HARMLESS.

a. Lessee shall indemnify, defend (with counsel reasonably approved by Lessor) and hold harmless the Lessor and its authorized officers, employees, agents, and

- volunteers from any and all claims, actions, losses, damages, and/or liability arising out of the Lessee's occupancy of the Leased Premises.
- b. Lessee shall further indemnify, defend (with counsel reasonably approved by Lessor) and hold harmless the Lessor and its authorized officers, employees, agents and volunteers from any and all claims arising out of any (i) willful misconduct of any employee, agent or volunteer of Lessee in connection with the Station Host Program, and (ii) any negligence of any such employee, agent or volunteer of Lessee in connection with the Station Host Program, except to the extent that such indemnity would be covered under Lessor's arrangements with the National Passenger Railroad Corporation. For purposes of subsection (ii) only, the Station Host Program shall be deemed to constitute an operation of Lessor under such arrangements with the National Passenger Railroad Corporation.
- c. Notwithstanding subparagraphs a. and b. above, Lessor shall defend (with counsel reasonably approved by Lessee) and hold harmless the Lessee and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of the Lessor's and its employees and agents willful or negligent failure to maintain the building, its common areas and surrounding areas of Lessor, including walkways and parking lots, in good order and repair for public uses and access to the Leased Premises.

11. ASSIGNMENT AND SUBLETTING.

- a. Lessee shall not voluntarily or by operation of law, assign, transfer, sublet, mortgage or otherwise transfer or encumber all or any part of Lessee's interest in this Lease or in the Leased Premises without Lessor's prior written consent, which consent may be withheld at the sole and absolute discretion of Lessor. Any attempted assignment, transfer, mortgage, encumbrance or subletting without such consent shall be void and shall constitute a breach of this Lease.
- b. Regardless of Lessor's consent, no subletting or assignment shall release Lessee of Lessee's obligation to pay the rent and to perform all other obligations to be performed by Lessee hereunder for the term of this Lease. The acceptance of rent by Lessor from any other person shall not be deemed a waiver by Lessor of any provision hereof. Consent to one (1) assignment or subletting shall not be deemed consent to any subsequent assignment or subletting.

12. TERMINATION.

a. Lessor may terminate this lease at its convenience in whole or in part at any time and for any reason upon giving ninety (90) days written notice to Lessee.

- b. Lessor shall terminate this Lease due to events of default. The occurrence of any one or more of the following events shall constitute a default and breach of this Lease by Lessee:
 - (1) Failure to pay rent when due, if the failure continues for five (5) business days after written notice has been given to Lessee.
 - (2) Abandonment and vacation of the Leased Premises, including, but not limited to, the failure to occupy the Leased Premises for fourteen (14) consecutive calendar days which shall be deemed to be an abandonment and vacation by Lessee.
 - (3) Failure to provide the services of the Station Host Program for at least ninety-five (95) percent of the required time in any one month.
 - (4) Failure to operate the historic museum within all rules and regulations of the State of California.
- c. Lessee may terminate this Lease, upon thirty (30) days written notice to Lessor.
- 13. NOTICES. Any notice to be given pursuant to this Lease shall be in writing and deposited with the United States Postal Service and addressed as follows:

To the Lessor:

San Bernardino Associated Governments

C/o CityCom

Attn: Mike Fortunato, Property Manager

10722 Arrow Route, Suite 500 Rancho Cucamonga, CA 91730

To Lessee:

San Bernardino Historical and Pioneer Society

President P.O. Box 875

San Bernardino, CA 92402

San Bernardino Railroad Historical Society

President P.O. Box 2878

San Bernardino, CA 92406-2878

Nothing in this paragraph shall prevent the giving of notice by personal service. Notice shall be deemed to have been given under this Lease upon (i) personal delivery or (ii) two (2) business days after deposit of any written notice with the United States Postal Service or (iii) upon receipt if notice is given by express delivery service with written verification of receipt thereof by the party receiving such notice.

14. LESSOR'S RIGHT OF ENTRY. Lessor and Lessor's agents shall have the right to enter the Leased Premises at any reasonable time for the purpose of inspecting same, showing the same to prospective purchasers or lenders, and making such alteration, repairs,

improvements or additions to the Leased Premises or to the building of which the Leased Premises are a part as Lessor may deem necessary or desirable. Lessor shall notify the Lessee before entry, if practicable and in all cases if an alarm has been activated or a problem has occurred. Lessor may, at any time, place on or about the Leased Premises, any ordinary "For Sale" signs and Lessor may, at any time during the term of this Lease, place on or about the Leased Premises, any ordinary "For Sale or Lease" signs, all without rebate of rent or liability to Lessee.

15. INSURANCE.

- By no later than the date of occupancy of the Leased Premises by Lessee, a. Lessee shall furnish, or shall cause to be furnished, to Lessor, duplicate originals or appropriate certificates of public indemnity and liability insurance in the amount of One Million Dollars (\$1,000,000) combined single limit, naming the Lessor and the City of San Bernardino (City) and their elected officers, officials, employees, attorneys and agents of Lessor and City, additional insureds. Said insurance shall cover comprehensive general liability including, but not limited to, contractual liability; acts of subcontractors; premises-operations; explosion, collapse and underground if applicable; broad form property damage, and personal injury including libel, slander and false arrest. In addition, Lessee shall provide to Lessor, adequate proof of comprehensive automobile liability insurance covering owned, non-owned and hired vehicles, combined single limit in the amount of One Million Dollars (\$1,000,000) for each occurrence; and proof of workers' compensation insurance in an amount required by the laws of the State of California. Any and all insurance policies required hereunder shall be obtained from insurance companies admitted in the State of California and rated at least B+: XII in Best's Insurance Guide, or in special circumstances, be preapproved by the Executive Director.
- b. All said insurance policies shall provide that they may not be canceled unless Lessor receives written notice of cancellation at least thirty (30) calendar days prior to the effective date of cancellation. Any and all insurance obtained by Lessee hereunder shall be primary to any and all insurance which Lessor may otherwise carry, including self insurance, which for all purposes of this Lease shall be separate and apart from the requirements of this Lease. Any insurance policies governing the Leased Premises as may be obtained by Lessor shall not be transferred from Lessor to Lessee. Appropriate insurance means those insurance policies approved by the Executive Director consistent with the foregoing. Any and all insurance required hereunder shall be maintained and kept in force during the term hereof and any holdover occupancy of the Leased Premises and any renewal of the original term of this Lease.
- 16. APPLICABLE LAW. This Lease shall be governed by the laws of the State of California.

C0812602-cef 30

- 17. The term "Lessor" as used in this Lease shall mean only the owner or owners at the time in question of the fee title or Lessee's interest in a ground lease of the Leased Premises, and in the event of any transfer of such title or interest, Lessor herein names such successor in interest, and in case of any subsequent transfers to the then successor in interest, as the real party in interest to this Lease and Lessor shall be relieved from and after the date of such transfer of all liability in respect to Lessor's obligations thereafter to be performed. The obligations contained in this Lease to be performed by Lessor shall be binding upon the Lessor's successors and assigns, only during their respective period of ownership.
- 18. RECITALS AS OBLIGATIONS. The Recitals herein are intended to be and shall be included as terms and conditions of this Lease.
- 19. FORCE MAJEURE. Lessee and Lessor shall not be deemed in violation of this Lease if it is prevented from performing its obligations hereunder by reason of strikes, boycotts, labor disputes, embargoes, shortages of material, acts of God, acts of public enemy, acts of superior governmental authority, weather conditions, riots, rebellions, or any other circumstances for which it is not responsible or which are not within its control.

20. ATTACHMENTS:

Attached hereto are the following documents which constitute a part of this Lease:

Exhibit "A" - Site Plan

Exhibit "B" – Station Host Program

Exhibit "C" - Rules and Regulations

AUTHORIZED SIGNATORS. The parties to this Lease represent that the signators executing this document are fully authorized to enter into this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Lease on the day and year set forth at the beginning of this Lease.

SAN BERNARDINO
ASSOCIATED GOVERNMENTS
a Dublia A samen

a Public Agency

SAN BERNARDINO HISTORICAL AND PIONEER SOCIETY

a California non-profit corporation

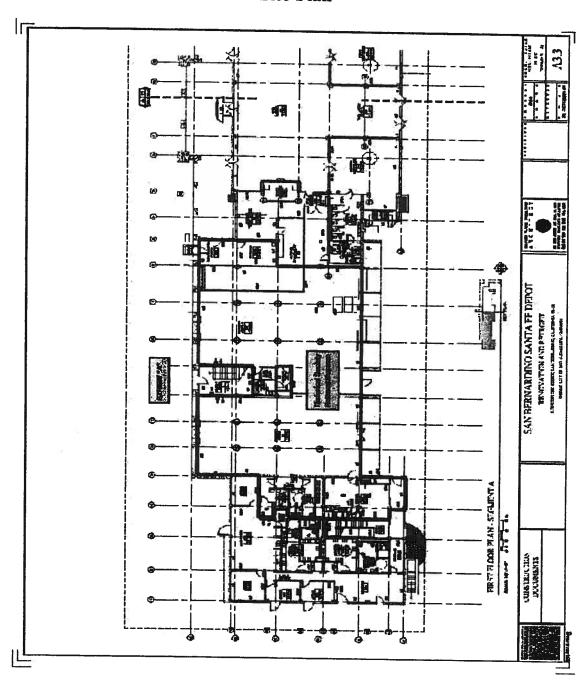
Ву: _		Ву:
	Brad Mitzelfelt	
	President, SANBAG Board of Directors	
Date:		Date:

Approved as to Form:	SAN BERNARDINO RAILROAD HISTORICAL SOCIETY a California non-profit corporation
By:Penny Alexander-Kelley SANBAG Counsel	Ву:
	Date:

Contract 08126

Exhibit "A"

Site Plan



Contract 08126

Exhibit "B"

San Bernardino Santa Fe Depot Station Host Program

As part of a cooperative venture with the Depot management, the San Bernardino Historical and Pioneer Society (SBHPS) together with the San Bernardino Railroad Historical Society (SBRHS) shall manage the San Bernardino Santa Fe Depot Station Host Program (Station Host Program). The restored Santa Fe Depot is a jewel in the City of San Bernardino and Station Hosts have the opportunity to share it with passing visitors. The waiting room and lobby have been renovated and returned to their historic magnificence but until now have been closed to visitors and tourists. Station Hosts will open the lobby and other facilities for train passengers and visitors. Volunteers are an invaluable resource in sharing the grandeur and historic significance of the San Bernardino Santa Fe Depot with the public.

The primary purpose of the Station Host Program is to open the Depot Main Lobby for Amtrak passengers arriving or departing on the Southwest Chief. The current daily schedule for the Southwest Chief is arriving at the Depot at 5:32 a.m. (westbound) and 7:59 p.m. (eastbound). It is acknowledged that these are only the published scheduled times and that some trains may be delayed in route. Therefore it is imperative that the Station Hosts contact Amtrak to determine the estimated train arrival time by calling 1-800-872-7245. The Station Hosts shall insure that the Depot Main Lobby is open to the public no later than ½ hour before the Amtrak Southwest Chief is scheduled to arrive and close no later than ½ hour after the Southwest Chief's departure.

Roles and responsibilities of Station Hosts:

- Assist the general public with information about the Historic Depot, Amtrak and Metrolink train service.
- Help Depot visitors feel comfortable by providing helpful local information before passengers board or after passengers detrain Amtrak trains.
- Station Hosts must complete an approximate one hour training session.
- Help with light custodial maintenance while on duty. Station Hosts will help insure that
 the Depot Main Lobby, Depot Main Lobby Restrooms and the area immediately
 surrounding the Depot are kept tidy and free of debris and discarded items.

Qualifications:

- Works well with the public
- · Feels comfortable working in a limitedly supervised capacity
- Able to follow directions
- Works independently
- Valid California Driver's License or Identification Card
- Personal vehicle with adequate insurance, if applicable
- Bilingual helpful.

Contract C08126

Exhibit "C"

Rules and Regulations

COMMON AREAS. "Common Areas" are defined as all areas outside the confines of the Leased Premises, including but not limited to parking areas, loading and unloading zones, trash enclosures, roadways, sidewalks, walkways, parkways, ramps, driveways, landscaped areas, and that are within the Depot that are provided and designated for the general nonexclusive use of Landlord, Tenant, and all other Tenants of the Depot. Tenant, Tenant's employees, visitors, and invitees hereby agree to abide by and conform to all rules and regulations, which Landlord shall have the right on its sole reasonable discretion to modify from time to time. Landlord shall have the exclusive control and management of the Common Areas; however, Landlord shall not be responsible for the non-compliance of said rules and regulations by other tenants, employees, and invitees to the Depot. Landlord shall have the right in its sole discretion to (1) make changes to the Building exterior and/or Common Areas; (2) close temporarily any of the Common Areas for maintenance purposes so long as reasonable access remains available; and (3) to add additional improvements to the Common Areas. Under no circumstances shall the right herein granted to use the Common Areas be deemed to include the right to store any property, temporarily or permanently, in the Common Areas. Any such storage shall be permitted only by the prior written consent of Landlord or Landlord's designated agent, which consent may be revoked at any time. In the event that any unauthorized storage shall occur then Landlord shall have the right, without notice, in addition to such other rights and remedies it may have, to remove the property and charge the cost to Tenant, which cost shall be immediately payable upon demand by Landlord.

GENERAL RULES

- 1. Lessee shall not suffer or permit the obstruction of any Common Areas.
- 2. Lessor reserves the right to refuse access to any persons Lessor in good faith judges to be a threat to the safety or reputation of the Property or its occupants.
- 3. Lessee shall not make or permit any noise or odors that annoy or interfere with other Lessees or persons having business within the Property.
- 4. Lessee shall not keep animals or birds within the Property, and shall not bring bicycles, motorcycles, or other vehicles into areas not designated as authorized for same.
- 5. Lessee shall not make, suffer, or permit litter except in appropriate receptacles for that purpose. All garbage and refuse shall be placed in containers designated for refuse collection, and such items must fit entirely within the receptacles. All large boxes and other refuse shall be broken down prior to placing in the containers. The outside areas immediately adjoining the Leased Premises shall be kept clean and free from dirt and rubbish by Lessee to the satisfaction of Lessor.
- 6. Lessee shall not alter any exterior lock or install new or additional locks or bolts on any doors.
- 7. Lessee shall not deface the walls, partitions, or other surfaces of the Leased Premises or the Property.
- 8. Lessee shall not employ any service or contractor for services or work to be performed at the Property, except as approved by Lessor.
- 9. Lessee shall return all keys, including duplicates, at the termination of its tenancy and shall be responsible for the cost of replacing any keys that are lost.
- 10. No window coverings, shades, or awnings shall be installed or used by Lessee without Lessor's prior approval.
- 11. No Lessee, employee, or invitee shall go upon the roof of the Property without Lessor's prior approval.
- 12. Smoking shall be restricted to designated exterior smoking areas, if any, and then not near, doors, windows, or other entrances, exits, or openings to other units within the Property.
- 13. Lessee shall not install, maintain, or operate any vending machines upon the Leased Premises without Lessor's written consent.
- 14. The Leased Premises shall not be used for lodging or manufacturing, cooking, or food preparation.

- 15. Lessee shall comply with all safety, fire protection, and evacuation regulations established by Lessor or any applicable governmental agency.
- 16. Lessor reserves the right to waive any one of these rules or regulations, and/or as to any particular Lessee, and any such waiver shall not constitute a waiver of any other rule or regulation or any subsequent application thereof to such Lessee.
- 17. Lessee assumes all risks from theft or vandalism and agrees to keep its Leased Premises locked as may be required.
- 18. Lessor reserves the right to make such other reasonable rules and regulations as it may from time to time deem necessary for the appropriate operation and safety of the Property and its occupants. Lessee agrees to abide by these and such rules and regulations.
- 19. Any signage used by Lessee must first be approved by Lessor in writing as to content, style, location, and method of attachment. Lessor shall have the right to remove any such non-conforming signs without notice to Lessee, at the expense of Lessee.
- 20. Lessee shall not disturb, solicit, or canvass any other Lessee within the Property.
- 21. Lessee, its contractors, employers, or invitees, shall not loiter in the Common Areas of the Property or in any way obstruct the entrances and driveways.
- 22. No antenna, aerial, discs, satellite dishes, or other such device shall be erected on the roof or exterior walls of the Property without Lessor's express consent.

PARKING RULES

- 1. Parking areas shall be used only for parking by vehicles no longer than full size, passenger automobiles, non-commercial pick-up trucks, and sport utility vehicles herein called "Permitted Size Vehicles". Vehicles other than Permitted Size Vehicles are herein referred to as "Oversized Vehicles".
- Lessee shall not permit or allow any vehicles that belong to or are controlled by Lessee or Lessee's employees, suppliers, shippers, customers, or invitees to be loaded, unloaded, or parked in areas other than those designated by Lessor for such activities.
- 3. Parking stickers or identification devices, if used, shall be the property of Lessor and be returned to Lessor by the holder thereof upon termination of the holder's parking privileges. Lessee will pay such replacement charge as is reasonably established by Lessor for the loss of such devices.
- 4. Lessor reserves the right to refuse the sale or issuance of identification devices to any person or entity that willfully refuses to comply with the applicable rules, regulations, laws, and/or agreements.
- 5. Lessor reserves the right to relocate all or a part of parking spaces, and to reasonable allocate them between compact and standard size spaces, as long as the same complies with applicable laws, ordinances, and regulations.
- 6. Users of the parking area will obey all posted signs and park only in the areas designated for vehicle parking.
- 7. Unless otherwise instructed, every person using the parking area is required to park and lock his own vehicle. Lessor will not be responsible for any damage to vehicles, injury to persons, or loss of property, all of which risks are assumed by the parking area. No overnight parking shall be permitted.
- 8. The maintenance, washing, waxing, or cleaning of vehicles in the Common Areas is prohibited.
- 9. Lessee shall be responsible for seeing that all of its employees, agents, and invitees comply with the applicable parking rules, regulations, laws, and agreements.
- 10. Lessor reserves the right to modify these rules and/or adopt such other reasonable and non-discriminatory rules and regulations as it may deem necessary for the proper operation of the parking area.
- 11. Such parking use as is herein provided is intended merely as a license only and no bailment is intended or shall be created hereby.
- 12. Violation of any of the parking rules or regulations may result, without notice, in the towing of any of Lessee's vehicles (or Lessee's employees, invitees, contractors, or visitors), the cost of which (including impound fees) shall be the sole responsibility of Lessee.



San Bernardino Associated Governments

1170 W. 3rd Street, 2nd Floor San Bernardino, CA 92410-1715 Phone: (909) 884-8276 Fax: (909) 885-4407 Web: www.sanbag.ca.gov



San Bernardino County Transportation Commission
 San Bernardino County Transportation Authority
 San Bernardino County Congestion Management Agency
 Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM:	7
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Date:

February 16, 2011

Subject:

Local Transportation Fund (LTF) Revised Apportionment for Fiscal Year 2010/2011 and Recommended Apportionment for Fiscal Year 2011/2012

Recommendation:

- 1. Maintain Fiscal Year 2010/2011 LTF Apportionment of \$54,232,188 as approved on February 3, 2010.
- 2. Establish a \$5,000,000 in unrestricted fund balance as a reserve to minimize the impact of a decline in revenue or an unexpected financial need.
- 3. Approve an LTF Estimated Apportionment of \$63,585,150 for Fiscal Year 2011/2012, including \$60,805,959 in estimated receipts and \$2,779,191 from the prior year audited unrestricted fund balance.

Background:

Pursuant to Section 6620 of the California Code of Regulations (CCR), the San Bernardino County Auditor/Controller (Auditor) is to provide SANBAG, acting as the County Transportation Commission (Commission), with an estimate of revenue available for apportionment and allocation during the ensuing year (FY11/12) and if requested, a revised or updated estimate of revenues for the current fiscal year (FY10/11) prior to February 1st. Section 6644 of the CCR requires that the Commission determine and advise all prospective claimants of the amount of all area apportionments for the next fiscal year by March 1st.

			Adn	Approved ninistrative Co	mmittee
			Date:		
			Moved	!:	Second:
			In Favor:	Opposed:	Abstained:
			Witnessed:		

Check all that apply. ADM1102a-rpg Attachment: ADM1102a1-rpg Admin. Agenda Item February 16, 2011 Page 2

Annually, the Commission staff presents an estimate of current and subsequent year LTF receipts to the Auditor and requests the Auditor to concur or provide a different estimate. The current year adopted LTF Apportionment is \$54,232,188, should current revenue collection averages continue. Based upon a review of current revenue collection trends, the LTF revenue collection could increase by as much as 15.7%; however, staff is not proposing a modification to the existing FY10/11 apportionment as it remains unclear as to whether or not the growth will continue at the current rate through the balance of the fiscal year. Once the current FY10/11's financial numbers are audited, any amount of unrestricted fund balance in excess of the proposed \$5,000,000 reserve would be included as part of the FY12/13 Apportionment.

For FY11/12, the projection of LTF receipts is \$60,805,959, which reflects a growth of 2.0% over the projected FY10/11 estimate. This estimate was prepared in collaboration between the Commission and County Auditor's staff. Subsequent to those discussions, the Commission received a formal response from the County Auditor concurring with the estimate of LTF receipts for both the current and subsequent fiscal year. The apportionment of these funds to areas is shown in Attachment A.

In addition to the \$60,805,959 staff proposes the inclusion of an additional \$2,779,191 of prior year audited unrestricted fund balance with the FY11/12 Apportionment. The \$2,779,191 would come from the total audited unrestricted fund balance of \$7,779,191, leaving the Commission with an audited unrestricted fund balance of \$5,000,000 to offset revenue shortfalls or other unforeseen needs.

Pursuant to Sections 99233.1, of the California Public Utilities Code, (CPUC), the Commission and the Auditor shall allocate such sums as are necessary for the administrative responsibilities under the Transportation Development Act (TDA). The Auditor's staff is requesting an allocation of \$24,000, an increase of \$1,000 over the amount allocated in FY10/11. The estimated amount to be allocated to the Commission for its expenses associated with TDA administration, fiscal and compliance audits of all claimants and the two funds (LTF and STAF) is \$450,000.

Pursuant to Section 99233.2(b)(1) of the CPUC, up to 3% of the annual LTF receipts may be allocated to the Commission for its transportation planning and programming functions. The amount of LTF planning funds available to the Commission for FY11/12 would be \$1,907,555.

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Further, pursuant to Section 99233.2(b)(2) of the CPUC and amended by AB1403 signed into law by the Governor in October 2009, SCAG is to be allocated up to three fourths of one percent of the local transportation fund annual revenues allocated to the County Transportation Commissions. For FY11/12, SCAG's allocation is \$476,889.

Financial Impact:

The Commission is the designated agency responsible for the administration of the LTF for San Bernardino County. Adoption of the revised LTF apportionment will provide SANBAG, SCAG, transit agencies, and local jurisdictions with revenue estimates to use for FY11/12 budgeting purposes. This item has no immediate financial impact on the FY10/11 Budget. All staff activities associated with this item is consistent with Task No. 50211000.

Reviewed By:

This item is scheduled for review by the Administrative Committee on February 16, 2011.

Responsible Staff:

Ryan Graham, Transit Analyst

Attachment A

San Bernardino County Local Transportation Fund Fiscal Year 2011 - 2012 **Apportionments**

			ΛĐ	PORTIONAL
Prior Year Unrestricted Fund Balance	9			PORTIONMENT
Estmated Annual LTF Receipts			\$	7,779,191
Fund Reservation			\$	60,805,959
Total Estimated Fu	nds Available		\$	5,000,000
Auditor's Administrative Cost	Manable		\$	63,585,150
SANBAG's Administrative Cost			\$	24,000
County Transportation Commission Planning			\$ \$	450,000
SCAG Planning				1,907,555
Resulting Balance				476,889
Article 3 (SB821) Program			\$	60,726,707
Balance Available for	\$	1,214,534		
Balance Available for Apportionment Apportionment Area Population Percentage				59,512,173
		Percentage		PORTIONMENT
Valley	1,505,467		\$	43,216,195
Adelanto	28,540	1.3766%	\$	819,274
1 A 1 - 1 / - 11			-	
Apple Valley	70,040		\$	
Barstow		3.3784%		2,010,580
Barstow Big Bear Lake	70,040	3.3784% 1.1712%	\$	2,010,580 697,015
Barstow Big Bear Lake Hesperia	70,040 24,281	3.3784% 1.1712% 0.3028%	\$ \$ \$	2,010,580 697,015 180,217
Barstow Big Bear Lake Hesperia Needles	70,040 24,281 6,278	3.3784% 1.1712% 0.3028% 4.2679%	\$ \$ \$	2,010,580 697,015 180,217 2,539,893
Barstow Big Bear Lake Hesperia Needles Twentynine Palms	70,040 24,281 6,278 88,479	3.3784% 1.1712% 0.3028% 4.2679% 0.2802%	\$ \$ \$ \$	2,010,580 697,015 180,217 2,539,893 166,754
Barstow Big Bear Lake Hesperia Needles Twentynine Palms Victorville	70,040 24,281 6,278 88,479 5,809	3.3784% 1.1712% 0.3028% 4.2679% 0.2802%	\$ \$ \$ \$ \$	2,010,580 697,015 180,217 2,539,893 166,754 879,815
Barstow Big Bear Lake Hesperia Needles Twentynine Palms Victorville Yucca Valley	70,040 24,281 6,278 88,479 5,809 30,649	3.3784% 1.1712% 0.3028% 4.2679% 0.2802% 1.4784% 5.4071%	\$ \$ \$ \$ \$ \$	2,010,580 697,015 180,217 2,539,893 166,754 879,815 3,217,876
Barstow Big Bear Lake Hesperia Needles Twentynine Palms Victorville Yucca Valley County - Unincorporated	70,040 24,281 6,278 88,479 5,809 30,649 112,097	3.3784% 1.1712% 0.3028% 4.2679% 0.2802% 1.4784% 5.4071% 1.0270%	\$ \$ \$ \$ \$ \$ \$	2,010,580 697,015 180,217 2,539,893 166,754 879,815 3,217,876 611,212
Barstow Big Bear Lake Hesperia Needles Twentynine Palms Victorville Yucca Valley	70,040 24,281 6,278 88,479 5,809 30,649 112,097 21,292	3.3784% 1.1712% 0.3028% 4.2679% 0.2802% 1.4784% 5.4071% 1.0270% 8.6929%	\$ \$ \$ \$ \$ \$ \$	2,010,580 697,015 180,217 2,539,893 166,754 879,815 3,217,876

SANBAG's Administrative Cost includes TDA Administration & Claimant Compliance Audits

Estimated Annual LTF Receipts per SANBAG/County Auditor 1/2010



San Bernardino Associated Governments

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San Bernardino County Transportation Commission
 San Bernardino County Transportation Authority
 San Bernardino County Congestion Management Agency
 Service Authority for Freeway Emergencies

	Minute Action	
	AGENDA ITEM: 8	
Date:	February 16, 2011	
Subject:	Request for Proposal (RFP) for Compliance and Fiscal Auditing of th Transportation Development Act (TDA) Claimants, Proposition 1B Publi Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) project recipients and Measure I Local Pass-Through Recipients	
Recommendation:*	Authorize the release of RFP 11137 for qualified firms to provide compliance and fiscal auditing of the TDA claimants, PTMISEA recipients and Measure Pass-Through recipients for Fiscal Years 2010/11, 2011/12, and 2012/13.	d I
Background:	In May 2008 the Board of Directors approved the selection of Miers & Miers CPA to conduct compliance and fiscal audits of the TDA claims. Miers & Mier contract expires on June 30, 2010.	s, 'S
	Acting as the regional transportation planning agency, SANBAG is responsible for ensuring that all claimants to whom it allocates TDA funds pursuant to Public Utilities Code, Article 3 submit compliance audits of funds received or remaining balances. SANBAG is also required to certify compliance of Measure Pass-Through recipients with the requirements of the San Bernardino County Transportation Authority Ordinance 04-01 accompanying Measure I Policies. In addition, the guidelines for the receipt of the PTMISEA funds require that the recipient of those funds be audited.	c g I
•	Approved	
	Administrative Committee	
	Date:	
	Moved: Second:	
	In Favor: Opposed: Abstained:	
	Witnessed:	

COG CTC X CTA X SAFE CMA

Check all that apply. ADM1102a-bk Attachment: RFP 11137-bk Admin. Agenda Item February 16, 2011 Page 2

The RFP has four elements:

- 1. Conduct audits of the TDA Claimants, including a compliance with applicable Public Utility Codes and California Code of Regulations. Due to the nature of this funding source the number of audits required varies from year to year and may include approximately one annual audit for each of 24 cities and 6 sub-areas within the County;
- 2. Conduct audits of Measure I local pass through funds, including each City and the County which may include approximately 30 audits each fiscal year;
- 3. Preparation of the State Controller Report and when required Federal Single Audits for transit providers which may include approximately 4 audits each fiscal year; and
- 4. Preparation of federal single audits for transit operators when required and for the state controller report.

Financial Impact:

Release of the RFP has no direct impact on the current SANBAG Budget. Funding sources related to a subsequent contract with be Local Transportation Funds – Administration and Planning, Valley Measure I Administration and Mountain/Desert Measure I Administration funds. Funding provisions will be included in the SANBAG proposed FY 2011/12 Budget.

Reviewed By:

This item is scheduled for review by the Administrative Committee on February 16, 2011.

Responsible Staff:

Beth Kranda, Transit Analyst

SAN BERNARDINO ASSOCIATED GOVERNMENTS REQUEST FOR PROPOSAL 11137

FOR AUDITING SERVICES OF

Transportation Development Act Claimants

Public Transportation Modernization, Improvement and Service Enhancement Account Recipients

and

Measure I Local Pass-Through Revenue Recipients

I. Purpose of the Request

- A. San Bernardino Associated Governments (SANBAG), acting as the regional transportation agency, is responsible for ensuring that all claimants to whom it directs allocations of funds pursuant to Public Utilities Code, Chapter 4, of the Transportation Development Act (TDA) and pursuant to Government Code Section 8879.55 Proposition 1b Public Transportation Modernization, Improvement and Service Enhancement Account submit an annual certified compliance and fiscal audit of funds received. SANBAG is also required to certify compliance of Measure I Pass-Through recipients with the requirements of the San Bernardino County Transportation Authority Ordinance 04-01, and accompanying Measure I Policies.
- B. Proposals are requested for a three year period starting with Fiscal Year ending June 30, 2011. The initial engagement will be for a three (3) year period. In addition, SANBAG shall have the option to extend the engagement for up to two (2) additional years, on a year-to-year basis. The option years shall be exercised by written amendments executed by the parties. After the initial year, the engagement shall be renewed, on year-to-year basis per the Fee Proposal submitted. Such renewal engagements shall be confirmed in writing.

Responses to this RFP become the exclusive property of SANBAG. At such time as firms are selected and their names made public, all proposals submitted shall be regarded as public records.

C. No Subcontracting will be allowed without prior written consent from SANBAG.

II. PROPOSAL AND SUBMISSION REQUIREMENTS

A. Five (5) copies of proposals must be submitted to the Agency at the address and by the time indicated in the cover letter for this RFP.

- B. Proposals will be accepted only from parties that are free of obligations and interests that might conflict with the best interests of the Agency.
- C. To achieve a uniform review process and obtain the maximum degree of comparability, proposals shall be organized in the following manner:
 - 1. <u>Title Page</u>

Show the name of your firm, local address, telephone number, name of contact person and date.

2. <u>Table of Contents</u>

Clearly identify the material by section and page number.

3. <u>Letter of Transmittal</u>

Limit to one or two pages.

- a. Briefly state your firm's understanding of the work to be done; including any segregation of audit work to be performed, and make a positive commitment regarding ability to perform the work in a timely manner.
- b. Give the names of the persons who will be authorized to make representations for your firm, their titles, addresses and telephone numbers.

4. Profile of the Organization, Technical Qualifications and Approach

- a. Provide a description of firm or firms proposed to perform the audit(s).
- b. Indicate the number of personnel (by level) located within the proposing office that will perform the audit.
- c. Describe the range of activities performed by the proposing office, such as audits, accounting, tax services or management services.
- d. Provide a list of government, transit operator and TDA audit clients, including telephone number and contact person's name, indicating the types of services performed and the number of years served within the past five years.
- e. Describe your approach to each type of audit for which the firm is proposing. This should include at least the following points:
 - (1) Type of audit program used.

- (2) Use of statistical sampling.
- (3) Organization of the audit team.
- (4) Types of assistance expected from SANBAG Agencies being audited
- (5) Anticipated amount of time (workdays) required to complete the audits.

5. <u>Summary of Individual Audit Staff Technical Qualifications</u>

Identify the partners, managers and supervisors who will participate in the audits, including staff from other than the proposing office. Include resumes for each supervisory person to be assigned to the audit. Identify the percentage of time key members will work on, by type of audit.

6. Fee Proposal

The fee proposal shall contain cost information for each area of audit work as defined in Attachment A and shall include the method by which the annual fees may be adjusted (i.e. CPI) during the three year engagement. SANBAG recognizes that this RFP requests audit services that may or may not be required in a given year. However, there are a basic number of audits that are to be conducted annually for which a sound cost estimate can be determined. The fee proposals should identify the cost of additional audits, by type, should they become necessary.

III. PAYMENT

Invoices may be submitted on a progress basis, so long as at least 10% of total fee is not billed until final audit presentation of all audits required in any given year.

IV. ADDITIONAL INFORMATION

- A. The submission of a proposal shall be evidence that the proposer has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed requirements of the engagement and the conditions under which the work is to be performed.
- B. No proposal may be modified after submission. However, after submission, a proposal may be withdrawn by written request, signed by the individual who signed the proposal, if received by the Agency prior to the time proposals are due.
- C. The Agency may or may not conduct personal interviews with any or all proposers prior to selection. It is mandatory that senior audit staff be present for the interview.
- D. The Agency reserves the right to reject any and all proposals and to accept the proposal most favorable to the Agency's interest.

- E. The Agency considers its relationship with the independent auditor to be a professional one. Although this is a formal selection process, the Agency reserves the right to decline acceptance of any and all proposals, to negotiate engagement conditions with the selected firm and to waive provisions of the RFP at its sole discretion.
- F. Proposers who wish additional information or clarification of proposal conditions should contact:

Mitchell Alderman, PE
Director of Transit and Rail Programs
San Bernardino Associated Governments
1170 W. Third Street, 2nd Floor
San Bernardino, California 92410-1715
Phone: (909) 884-8276

V. EVALUATION PROCESS

A. General Description

- 1. Firms are requested to respond to this solicitation in the manner more fully described in Section II above.
- 2. An Evaluation Committee will review and evaluate the responses received against the evaluation criteria listed below.

B. Evaluation Criteria

- 1. Qualification and experience of the firm. This will be evaluated based on the firm's experience as a whole in the performance of comparable audit assignments.
- Qualification and experience of the individuals assigned to perform the work.
 This will be based on the resume of the individuals who will actually oversee and perform the work, especially those senior staff committed to participation in the work.
- Organization of the work and management plan. This will be base on the proposed approach to organizing, managing and implementing the necessary tasks.
- Demonstrated understanding of SANBAG's needs and the requirements of the Transportation Development Act and the San Bernardino County Transportation Authority Measure I Ordinance and Policies. This will be

based on the preliminary description of the proposed approach to providing the required scope of services.

- 5. References of comparable work within in the past five years. This will be based on references from at least three clients where comparable work has been preformed.
- 6. Fees will be a significant factor when other evaluation criteria are relatively equal.
- 7. Actual or Potential Conflict of Interest. This will be based on an assessment of the firm's client list and the extent to which the firm may represent related entities whose interest may conflict with SANBAG.

C. Schedule

Release RFP	March 2, 2011
Proposals Due – 3:00 p.m.	April 6, 2011
Evaluation of Proposals	April 11 -15, 2011
Possible Interviews	April 18 - 22
Recommendation to Admin. Committee	May 10, 2011
Board of Director's Contract Approval	June 1, 2011

EXHIBIT 1

SAN BERNARDINO COUNTY VALLEY TRANSPORTATION DEVELOPMENT ACT CLAIMANTS AND MEASURE I LOCAL PASS-THROUGH REVENUE RECIPIENTS

SCOPE OF WORK

A. PROJECT

The audit of claimants listed in Attachment A will be conducted in accordance with the requirements of the Transportation Development Act (TDA), the San Bernardino Associated Governments (SANBAG) Financial Compliance Audit Guide (Attachment B), and the Measure I Local Pass-Through Funds Auditing Guide (Attachment C). All Valley jurisdictions identified in Attachment A shall be audited for Measure I Local Pass-Through Funds. All Valley jurisdictions identified in Attachment A shall be audited for TDA compliance, as necessary, based on receipt of TDA funds and unexpended fund balances.

The intent of these audits is to certify compliance with appropriate Transportation Development Act regulations and requirements and with requirements of San Bernardino County Transportation Authority Ordinance 04-01, and accompanying Measure I Policies, as amended. The format and accompanying notes must be consistent for all claimants/recipients and presented so that required information can be readily transferred to claim forms and Measure I summary reports. Auditing requirements include the following:

1. VALLEY TRANSPORTATION DEVELOPMENT ACT AUDIT

A. For the audit of Article 3 and 8a claimants, complete examination of financial activities, including internal system of checks and balances, on or before December 30th of each audit year. Article 3 funds are typically allocated upon project completion however some projects are allowed progress payment. Therefore, it is difficult to estimate the number of audits that may be required in any given year.

The examination must encompass both expenditure and projects for which funds were allocated but not expended. A listing of all major projects comparing actual revenues/expenses to budgeted revenues/expenses must be included in the audit report, as well as an accounting of interest earned on the funds. The report shall include the audited amounts for the fiscal year prior to the year audited.

B. A compliance examination of the claimants' transportation activities under the Transportation Development Act; including, to the extent applicable,

- the tasks contained in the SANBAG Compliance Audit Guide (Appendix B), on or before December 30th of each audit year.
- C. If material weaknesses or non-compliance issues are noted, they shall be included in a Management Letter with recommendations to correct the findings. Such letter shall be included in the draft and final audit report. SANBAG shall be copied on the Management Letter.
- All working papers shall be retained by the auditor for a minimum of four
 (4) years after the conclusion of the engagement unless authorized to do otherwise in writing by the SANBAG Executive Director.

E. Products:

- 1. Deliver one (1) copy of the "Draft" Audit Report for each claimant on or before November 30th of each audit year.
- 2. Deliver three (3) copies of each Final Audit Report to SANBAG on or before December 30th of each audit year. One copy of the report will be forwarded to local jurisdictions and the State Controller's Office by SANBAG.
- 3. Documentation of pre-audit interviews and compliance review (see Compliance Auditing Guide, Appendix B) on or before December 30th of each audit year.

2. VALLEY MEASURE I LOCAL PASS-THROUGH REVENUE AUDIT

- A. Preparation of an audit report for Measure I Local Pass-Through receipts for the periods ending June 30th of each audit year.
- B. Examination of financial activities, including internal systems of checks and balances, during the specified period. The examination must encompass both project expenditures and projects for which funds were received but not expended. A listing of all projects comparing actual revenues/expenses to the Measure I Five Year Capital Improvement Program adopted by the local governing board for the specified period must be included in the audit report, as well as an accounting of interest earned on the funds.

The project listing shall illustrate the street or project names, project limits, and type of improvement. The report shall also contain an examination of expenditures, statement of revenue and expenses and balance sheet for each component of the special Measure I fund.

C. Examination of compliance with provisions of Ordinance 04-01 and the Expenditure Plan, adopted by the Authority relating to the expenditure of Measure I revenue. Findings of non-compliance with recommended corrective action noted shall be included in the draft and final audit report.

D. <u>Products</u>:

- 1. Deliver one (1) copy of each "Draft" Measure I Local Pass-Through Revenue Audit to SANBAG and each recipient on or before November 30th of each audit year.
- 2. Deliver three (3) copies of each Final Measure I Local Pass-Through Revenue Audit to SANBAG on or before December 30th of each audit year. One copy of the report will be forwarded to local jurisdictions by SANBAG.

EXHIBIT 2

SAN BERNARDINO COUNTY MOUNTAIN/DESERT TRANSPORTATION DEVELOPMENT ACT CLAIMANTS, MEASURE I PASS THROUGH REVENUE RECIPIENTS, AND TRANSIT OPERATORS

SCOPE OF WORK

A. PROJECT

The audits of claimants and funds will be conducted in accordance with the requirements of the Transportation Development Act (TDA), the SANBAG Compliance Audit Guide (Attachment B), and the Measure I Pass-Through Funds Auditing Guide (Attachment C). All jurisdictions identified in Attachment A for Measure I Pass-Through Funds shall be audited for each of the fiscal years ending June 30th of the audit years. All Mountain/Desert jurisdictions identified in Attachment A shall be audited for TDA compliance as necessary, based on receipts of funds. All transit operators/claimants identified in Attachment A shall be audited for TDA compliance including Omnitrans beginning in Fiscal Year 2011/12. The Victor Valley Transit Authority (VVTA) and Omnitrans will require a Single Audit annually. All other transit operators/claimants may require a Single Audit depending upon the amount of Federal Funds received in any given year.

The intent of these audits is to certify compliance with appropriate TDA (Local Transportation Fund (LTF) and State Transit Assistance Fund (STAF) regulations and requirements; with requirements of San Bernardino County Transportation Authority Ordinances 89-1 and 90-1 and accompanying Measure I Policies, as amended, and where required the Federal Single Audit OMB Circular A-133. The format and accompanying notes must be consistent for all claimants, and presented so that required information can be readily transferred to claim forms, allow for verification of required revenue ratios and increases in operating cost/revenue hour, as well as Measure I summary reports. Auditing requirements include the following:

1. TRANSPORTATION DEVELOPMENT ACT / TRANSIT OPERATOR AUDIT

- A. Preparation of State Controller report for transit operators due prior to September 30th following each of the audited years.
- B. Examine claimants' financial activities, including internal system of checks and balances, prior to December 30th of each audit year. The examination must encompass both expenditures and proposed projects for which funds were allocated but not expended. A listing of all major projects comparing actual revenues/expenses to budgeted revenues/expenses must be included in the audit report, as well as an accounting of interest earned on the funds. The

report shall include the audited amounts for the fiscal year prior to the year audited.

- C. A compliance examination of the claimants' transportation activities under the Transportation Development Act; including, to the extent applicable, the tasks contained in the SANBAG "Compliance Audit Guide" (Attachment B), due prior to December 30th of each audit year.
- D. A compliance examination of transit operators subject to the Federal Single Audit Act of 1984, Office of Management and Budget (OMB) Circular A-133, due prior to December 30th of each audit year.
- E. If material weaknesses or non-compliance issues are noted, they shall be included in a Management Letter with recommendations to correct the findings. Such letter shall be included in the draft and final audit report.
- F. All working papers shall be retained by the auditor for a minimum of four (4) years after the conclusion of the engagement unless authorized to do otherwise in writing by the SANBAG Executive Director. The audits may be subject to review by state and federal agencies. Accordingly, the work papers shall be made available upon request.
- G. A compliance examination of the operator's implementation of the Uniform System of Accounts for Public Transit Operators, under PUC 66243 and where applicable the updated National Transit Database (NTD) Reporting Manuals as required by 49 USC. 5335(a), formerly Section 15.

H. Products:

1. Delivery one (1) copy of the State Controller's Report for each transit claimants on or before September 30th of each audit year to the following agencies:

Claimant
SANBAG
State Controller's Office

- 2. Deliver one (1) copy of the "Draft" Audit Report to each transit claimant and SANBAG on or before November 30th of each audit year.
- 3. Deliver three (3) copies of each Final Audit Report of the TDA Claimants to SANBAG on or before December 30th of each audit year. One copy of the report will be forwarded to local jurisdictions and the State Controller's Office by SANBAG.

- 4. Deliver Twelve (12) copies of each Final Audit Report of the TDA Transit Operators/Claimants to SANBAG on or before December 30th of each audit year. One copy of the report will be forwarded to the State Controller's Office Division of Audits-TDA Audit Program and the Financial Audits Bureau/Single Audits Unit, if necessary; one copy will be retained by SANBAG, the remainder will be forwarded to the transit operator for dissemination to their governing board or council.
- 5. Documentation of pre-audit interviews and compliance review (Attachment B) on or before December 30th of each audit year.

2. PROPOSITION 1B PTMISEA

- A. Examine operator/claimants financial activities, including internal system of checks and balances, prior to December 30th of each audit year. The examination must encompass both the receipt and expenditure of PTMISEA Government Code Sections 8879.55(a)(2) and 8879.55(a)(3) and the status of proposed capital projects for which funds were applied for and awarded. A listing of projects comparing actual expenditures to budget must be included in the audit as well as an accounting of interest earned on the funds.
- B. Financial transactions involving PTMISEA funds shall be included in the annual State Controller's report for transit operators due prior to September 30th following each of the audited years and, if required any Federal Single Audit.
- C. A compliance examination that PTMISEA funds allocated for specific capital projects were expended only on the project(s) for which they application(s) and allocations(s) were made.
- D. The compliance and fiscal audit of PTMISEA shall be included in the TDA transit operator audit.

3. MEASURE I PASS-THROUGH REVENUE AUDIT

- A. Preparation of an audit report for Measure I Pass-Through receipts for the periods ending June 30th of each audit year.
- B. Examination of financial activities, including internal systems of checks and balances, during the specified period. The examination must encompass both project expenditures and projects for which funds were received but not expended. A listing of all local projects comparing actual revenues/expenses to the Measure I Five Year Capital Improvement

Program adopted by the local governing board for the specified period must be included in the audit report, as well as an accounting of interest earned on the funds.

The project listing shall illustrate the street or project names, project limits, and type of improvement. The report shall also contain an examination of expenditures, statement of revenues and expenses and balance sheet for each special Measure I fund account.

C. Examination of compliance with provisions of Ordinance No. 89-01 and the Expenditure Plan; Ordinance No. 90-1; and policies, as amended, adopted by the Authority relating to the expenditure of Measure I revenue.

D. <u>Products:</u>

- 1. Deliver one (1) copy of each "Draft" Measure I Pass-Through Revenue Audit to SANBAG and each recipient on or before November 30th of each audit year.
- 2. Deliver three (3) copies of each Final Measure I Pass-Through Revenue Audit to SANBAG on or before December 30th of each audit year. One copy of the report will be forwarded to local jurisdictions by SANBAG.

ATTACHMENT A

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^{*} A single TDA Art. 8a audit is required by the county ** Art. 3 Audit to be combined with TDA Art. 4 audit

ATTACHMENT B

SAN BERNARDINO ASSOCIATED GOVERNMENTS TRANSPORTATION DEVELOPMENT ACT 2011 COMPLIANCE GUIDE

INTRODUCTION

This guide has been prepared to meet the requirements of the Transportation Development Act (TDA) with respect to compliance audits of claimants. The Public Utilities Code (PUC) sections, California Code of Regulations (CCR) sections, and SANBAG Guidelines included herein are significant in auditing for conformance and are to be reviewed by the auditor to determine the claimant's compliance with TDA requirements. It is SANBAG's opinion that a compliance review of the sections referred to in this guide will meet the requirements of PUC Sections 99245 or 99245.2 and CCR Sections 6664, 6666, and 6667 for most claimants.

In the event that certain claimants are subject to sections not stated herein, the provisions of the Transportation Development Act and the California Code of Regulations for the audit year shall control the determination of compliance.

The annual fiscal audit shall include a certification that funds allocated to the claimant were expended in conformance with applicable laws, rules, and regulations of the Transportation Development Act and allocation instructions of the San Bernardino Associated Governments. Refer to EXHIBIT C for a suggested statement of compliance.

AUDITING FOR COMPLIANCE

Application of the following procedures will provide a standard approach in auditing for compliance and should be applied during the preliminary stages of the fiscal audit:

- -- Obtain and review relevant documents and statements.
- -- Review tasks 1-15; perform as appropriate.
- -- Interview responsible personnel as to compliance with laws, rules, and regulations.
- -- Seek verification of above interviews.
- -- Document the conformance review.

The procedures are described in detail in the following text.

Obtain and Review Relevant Documents and Statements Including:

- -- TDA claim/claims corresponding to fiscal year being audited and related allocation instructions.
- -- Statement by claimant that an effort was made to obtain federal funds for any major capital intensive improvement.

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- -- Management statements designating exemptions, waivers and/or provisions of the Transportation Development Act that claimant may be subject to that are not identified in Tasks 1-15.
- Copy of claimant's Budget and Short Range Transit Plan where applicable.
- Copy of State Controller's Uniform System of Accounts and Records for Transit Operators.
- Current copy of Transportation Development Act Statutes and Code of Regulations, and the SANBAG TDA Compliance Guide. Legislative changes may occur subsequent to the 2008 version of SANBAG Guide. Prior to conducting the audits for any fiscal year, a meeting with SANBAG staff will be required to determine new compliance issued that may be applicable. Additionally, certain applicants may be subject to or exempted by certain provisions not indicated by Tasks 1-15.
- -- Books, records, financial reports, and other pertinent data of claimant.

Review Tasks Numbers 1-15; Perform as Appropriate

Interview Responsible Personnel as to Compliance with Laws, Rules and Regulations

Upon identification of the applicable laws, rules, and regulations relating to compliance tasks, responsible personnel representing claimant should be questioned as to claimant's compliance. Comments and observations should be encouraged in addition to yes and no responses. If non-compliance is suggested or determined, further discussion should be held with senior personnel.

Seek Verification of Above Interviews

Two of the factors that generally determine the amount of evidence necessary to verify compliance are:

- -- The procedures and systems of controls used by the claimant to ensure reliability of management information;
- The significance of the compliance area. (The auditor should obtain more evidence to verify compliance if procedures or controls are not adequate or the compliance area is significant.)

The process of verifying compliance answers may involve:

- -- Testing the records and procedures of the claimant.
- -- Observing the operations and physical assets of the claimant.
- -- Analyzing information and data.
- -- Interviewing additional personnel.

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The procedures selected to verify compliance answers are a matter of judgment on the part of the auditor. However, regardless of the method selected, the auditor should be satisfied that the answers given during the compliance interviews are accurate and correct in all material respects.

Document the Compliance Review

The determination of compliance with applicable laws and regulations should be documented.

A simple and effective method of documenting the compliance review is to use a columnar workpaper to record the responses and comments of the claimant and the types of procedures used to verify the responses and comments. EXHIBIT A illustrates the above procedure.

COMPLIANCE AUDIT TASKS

In order to meet the compliance audit provisions of the Public Utilities Code (PUC) Section 99245 or 99245.2 and the California Code of Regulations (CCR) Section 6664, the tasks contained herein should be completed by the auditor in addition to the tasks prescribed by current legislative and/or regulatory changes and any additional provisions specifically applicable to claimant.

TASK 1 (All Claimants)

		Determine that claimant is eligible under one of the following Transportation Development Act Articles:
PUC	99234	Article 3 (SB821) Pedestrian and Bicycle Facilities
PUC	99260 99260.2 99260.5 99260.6 99260.7	Article 4 Public Transportation Systems
PUC	99275	Article 4.5 Community Transit Services
PUC	99233.7	Article 4.5 Consolidated Transportation Service Agencies
PUC	99313 99314	Article 6.5 (SB620) State Transit Assistance Fund
PUC	99407	Article 8 Pedestrian and Bicycle Facilities
PUC	99400(c), (d), (e)	Article 8 Public Transit Services
PUC	99400(a) 99402	Article 8 Local Streets and Roads
PUC	99400.5	Article 8 Multi-modal Transportation Terminals
Task 2	(All Transit Claimant	s)
PUC CCR	99243 6637	Determine that claimant has maintained accurate and complete records and has prepared and submitted an annual report of its operations in accordance with the Uniform System of Accounts and

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Records adopted by the State Controller.

TASK 3 (All Transit Claimants)

CCR 6634

Determine that claimant did not receive TDA funds in excess of the amount claimant was eligible for. If it is found that excess funds have been received, determine that they have been properly accounted for. Identify by footnote to the financial statement the manner in which the agency has treated any excess.

Determine that claimant has not recorded as income or as an account receivable any TDA allocations being reserved in the Local Transportation Fund (LTF) or committed in the State Transit Assistance Fund (STAF). If either case is determined, the financial statement should be footnoted.

TASK 4 (Article 6.5 Claimants Only)

PUC 99314.5

Determine that claimant was eligible to receive State Transit Assistance.

PUC 99314.6

Determine that claimant was eligible to receive State Transit Assistance for operating assistance, including but not limited to verifying the operators' operating cost per revenue hour does not exceed the prior year operating cost per revenue hour adjusted by the Consumer Price Index or the average cost per revenue hour of the past three years adjusted by the CPI.

The actual cost per revenue hour comparison must be calculated in footnotes.

TASK 5 (All Claimants)

CCR 6649

Determine that funds expended were eligible for expenditures under the provisions of the Transportation Development Act. Determine that proposed budgets contained within the claim for the audit year are consistent with the audited financial statements and the Short Range Transit Plan or Transit Operating and Capital Plan. If an excess exists, refer to Task 3.

TASK 6 (All Claimants)

CCR 6636

Determine that claimant has expended funds in accordance with the terms of the allocation instructions of the San Bernardino Associated Governments. Verification of the expenditure of funds in conformance with the instructions should be on the basis of material conformance.

TASK 7 (Article 6.5 Transit Claimants Only)

CCR 6751

Determine the amount of STA funds apportioned and received by the operator.

TASK 8 (All Transit Claimants)

CCR 6649

Include in the footnotes a detailed breakdown of TDA funds held by the claimant in its own account. For each unspent dollar in a claimant's account, determine:

- 1. The years in which such funds were authorized for allocation and subsequently received by the claimant (include original allocation numbers);
- 2. The identification of obligations and commitments to spend such funds.

SANBAG will require all unobligated STA funds to revert to the STAF.

SANBAG may require all unobligated LTF to revert to the LTF or apply the amount against future requests for funding. Any LTF revenues returned to the LTF fund will be considered unallocated apportionments to be retained in the LTF for the same area of apportionment

<u>TASK 9</u> (All Transit Claimants)

PUC	99268 99268.1 99268.2	Determine whether claimant has met the applicable fare ratio requirement.
	99268.3	Financial statement should be footnoted as to which section is
	99268.4	applicable to claimant. If subject to fare ratio, the required ratio
	99268.5	should be stated in the footnote.
	99268.6	
	99268.8	The actual fare ratio must be calculated in footnotes.
	99268.9	
	99268.10	
	99268.11	
	99268.12	
	99268.16	
	99268.17	
	99268.19	
	99270.1	
	99270.2	
	99405	

TASK 10 (Article 4 Claimants Only)

PUC 99271 99272 99273

Determine that the employee retirement system or pension plan of claimant is in conformance.

TASK 11 (All Claimants)

PUC 99301

Determine that interest earned on TDA funds allocated is properly accounted for and was expended only for those purposes for which the funds were allocated.

TASK 12 (All Transit Claimants)

Determine if claimant received support services and, if so, did claimant comply with the requirements of the State Controller's Uniform System of Accounts through identifying the value of such services provided.

TASK 13 (All Transit Claimants with Charter Services)

PUC 99250

Determine if the claimant has met the minimums and rates specified in PUC Section 99250.

TASK 14 (All Transit Claimants)

PUC 99155 99155.5

Determine that the claimant is in compliance with Sections 99155 and 99155.5 concerning reduced fares for seniors, handicapped and disabled veterans; identification cards; service area residency requirement prohibition; dial-a-ride and paratransit services.

TASK 15 (All Claimants)

PUC99245 CCR 6664

Determine that claimant has complied with legislative or regulatory code changes that have occurred subsequent to the publication of the SANBAG Compliance Audit Guide and to additional provisions of the Transportation Development Act that are specifically applicable to claimant.

EXHIBIT A

Documenting the Compliance Review

Applicable Laws And Regulations	Age	ency Re	Agency Responses	Procedure	es Used to	Procedures Used to Verify Agency Response	Response	Name of Personnel Interviewed
	Compliance	ance	Comments	Inquiry	Test	Observation	Analysis	
63	YES	NO						
Code Section	×			W/P		W/P		
Code Section	X			W/P	W/P			
Code Section		; ; ; ; ;	! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! ! !	W/P	W/P		W/P	
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W/P = Workpapers								

EXHIBIT B

Suggested Statement of Compliance

contained in "SANBAG Transportation Development Act 200 San Bernardino Associated Governments.	he extent applicable, the fifteen tasks 5 Compliance Guide" published by the
In our opinion, the funds allocated to	were expended in compliance with the Development Act and the allocation

<u>Glossary</u>

Allocation: An amount of TDA monies approved by SANBAG reserved or disbursed to a claimant.

Allocation Plan: The documentation identifying, accumulating, and distributing allowable costs under grants and contracts together with the allocation methods used. As used in this guide, the cost allocation plan is that prepared pursuant to Office of Management and Budget Circular OMB-A-87.

Apportionment: For each fiscal year, the maximum amount for which claimants in any one area may apply.

Assignment: Monies which a city, county, or transit district authorizes to be claimed by an agency other than itself. Assignments are normally made to support the operation of a joint powers transit authority and to undertake cooperative projects. This action may also be referred to as a "transfer".

CEQA: California Environmental Quality Act enacted in 1970 which requires environmental reporting on all "projects" which significantly affect the environment.

Claimant: A city, county, or operator that is eligible to file a TDA claim. Other derivation terms such as "applicant" mean the same.

Common Carrier: An operator of passenger buses whose operations are conducted pursuant to the jurisdiction and control of the State Public Utilities Commission. Common carrier does not apply to operators with 98% or more of their total route mileage exclusively within the limits of a single city.

Consolidated Transit Service Agency: This type of agency is eligible for Article 4.5 funds under specific funding criteria as amended into the TDA by AB120, and includes an agency formed to consolidate social service transit operations in order to increase service and cost-effectiveness, to improve driver training, vehicle dispatching and maintenance, and to provide better administration of social service transit operations.

County Transportation Commission: County Transportation Commissions were created by AB 1246 to coordinate short range transportation planning in Los Angeles, Orange, Riverside, Ventura and San Bernardino Counties.

Depreciation: An expense that records the diminishing value of certain assets, but does not represent an actual cash outlay.

Elderly: Persons 60 years of age or older.

Enterprise Fund: A method of accounting which treats an activity like a commercial entity and which encompasses a complete set of self-balancing accounts, thereby enabling the preparation of financial statements which depict financial position and results of operations by fiscal period.

Fare Revenue: This revenue includes all revenues in the following uniform system of accounts revenue classes:

401.000 Passenger Fares for Transit Service402.000 Special Transit Fares403.000 School Bus Service Revenues

Fare revenue also includes cash donations made by individuals in lieu of prescribed fares. Also, in the case of claimants' allocated funds to pay contract transit costs to another entity, fare revenues include the amount of fares received by the entity providing the service and not transferred to the claimant.

General Public Transportation: Transportation services which are provided using vehicles for use by the general population in the service area.

Included Municipal Operator: A city that is included within a transit district and that has continuously provided public transportation services since January 1, 1981 (also see "Operator").

Joint Powers Agreement (JPA): A legally binding agreement between two or more units of government which establishes a multi-jurisdictional special district with specified powers and responsibilities, e.g., to provide public transportation.

Local Transportation Fund (LTF): The fund established in each county pursuant to the Transportation Development Act and administered by SANBAG. One-fourth of one cent of state sales tax generated in each county is returned to the county of origin and deposited in the fund to be used for transportation purposes.

Municipal Operator: A city or county, including any nonprofit corporation or other legal entity wholly owned or controlled by a city or county, that operates a public transportation system which is not included within an existing transit district (see PUC Section 99209 and "Operator").

NEPA: National Environmental Policy Act, enacted in 1969, which requires environmental reporting on all "projects" which significantly affect the environment.

Nonprofit Corporation: Any corporation organized for any lawful purposes which does not contemplate the distribution of gains, profits, or dividends to the members thereof, such as religious, social and public transportation corporations.

Non-urbanized Area: The areas outside of urbanized areas as defined by population figures from the latest Federal census. An operator serves a "non-urbanized area" if 50% or more of the population of its service area is located within the boundaries of a non-urbanized area.

Operating Cost: The total operating cost as reported by the operator under the Uniform System of Accounts and Records, pursuant to Section 99243 and subdivision (a) of Section 99247.

Operator: For the purposes of filing an Article 4 Public Transportation claim a transit district, included municipal operator, or municipal operator must own or lease the equipment, establish routes and service frequencies, regulate and collect fares, and otherwise control the efficiency and quality of the operation of the system (see PUC Sections 99209.5 and 99210-Performance Audits).

Performance Audit: An independent, triennial audit to evaluate the efficiency, effectiveness, and economy of the activities of SANBAG and each transit operator in the region.

Person with a Disability: Individuals who by reason of illness, injury, age, congenital malfunction, or other permanent or temporary incapacity or disability, including but not limited to individuals confined to a wheelchair who are unable, without special facilities or special planning or design, to utilize public transportation facilities and services as effectively as persons who are not so affected. (See PUC Section 99206.5)

Private Corporation or Entity: A corporation, company, association, or joint stock association engaged in transacting business for compensation within the state.

Productivity Committee: A committee whose membership consists of representatives from management of the operators, employee organizations, and users of transportation services that will provide advice on productivity improvements.

Public Transportation Modernization, Improvement and Service Enhancement Account: The funds are part of a comprehensive voter-approved transportation bond investment package. Projects shall help advance the state's policy goals of providing mobility choices for all residents, reducing congestion and protecting the environment.

Regional Transportation Plan (RTP): The plan adopted every three years by SCAG to establish transportation policies and to guide development of transportation in Southern California. The RTP relates transportation to land use, population, environmental and social policy issues, and is required by state and federal law.

Reserve: An allocation of TDA monies to be held in the fund by the county auditor for a period not exceeding three years.

Revenue Vehicle Hours: The total number of hours that each transit vehicle is in revenue service.

Short Range Transit Plan (SRTP)/Transit Operating and Capital Plan (TOCP): Document prepared by operators or sub-regional agencies to meet federal, state, SCAG, and SANBAG planning requirements related to programming transit grant monies.

Specialized Transit for Elderly and Handicapped: Transportation services which are provided using vehicles for the exclusive use of elderly and handicapped persons.

State Transit Assistance Fund (STAF): This fund was created by the passage of SB 620 to

supplement existing funding sources for public transit services. County Transportation Commissions will administer funds in their respective counties.

Transit District: A public district organized pursuant to state law and designated in the enabling legislation as a transit district or rapid transit district to provide public transportation service Transit Service Claimant: A claimant filing a public transportation claim under Article 4.5 (community transit services) or Article 8 (contract transit services). (See PUC Section 99275 and 99400(c))

Transportation Development Act (TDA): Enacted by the State Legislature as SB 325 in 1971 and subsequently amended. The Act created a Local Transportation Fund (LTF) in each county in which one-fourth of one cent of the state sales tax generated in the county is deposited annually, to be used for transportation purposes. The Transportation Development Act statutes and administrative code are set forth in the "Transportation Development Act of 1971", as amended, and the Secretary of Business and Transportation's Rules and Regulations (California Code of Regulations).

Transportation Improvement Program (TIP): Federal and state mandated document that lists a multi-year program of transportation projects federal, state, and local funding.

Transportation Planning Agency (TPA): A planning agency designated by the Secretary of Business and Transportation with responsibility for administering the local transportation funds for the area under its jurisdiction. SANBAG has been given statutory designation as the TPA for San Bernardino County (PUC 99214).

Uniform System of Accounts: The chart of accounts and financial reporting format specified by the State Controller and required of all public transportation claimants (see PUC Section 99243 and Section 6637 of the Administrative Code).

Urbanized Area: The areas are defined by population figures from the latest Federal Census. An operator serves an "urbanized area" if 50% or more of the population of its service area is located within the boundaries of an urbanized area, with exceptions as specified in PUC Section 6645.

ATTACHMENT C

Measure I Financial/Compliance Requirements

- Task 1 Determine that the recipient has complied with the financial accounting guidance established in Measure I Policies. This includes the establishment of a special Measure I account with interest accruing to the special account.
- Task 2

 Determine that the recipient has complied with expenditure guidance established in the Measure I Ordinance and policies and the Measure I strategic plan. This includes expenditure for transportation purposes only and only for projects contained in the agency's adopted Five Year Capital Improvement Program. Determine that any equipment purchases are used exclusively for street purposes and have proper records and reimbursements made upon disposal. Administrative charges shall be based on actual expenses, a uniform allocation plan, or other reasonable basis. General maintenance program expenditures will not exceed 50%. Determine that projects listed on the Nexus Study Network include a development share as well as a Measure I share of funding.
- Task 3 Determine that the recipient has complied with the guidelines established for adoption of Measure I Five Plans as provided in the Measure I Policies.
- Task 4 Determine that the recipient has adopted the annual Resolution and Five Year Capital Improvement Plan specifying projects to be funded by Measure I. A copy of the resolution, the plan and any amendments shall be provided to San Bernardino Associated Governments.

This list provides information on acronyms commonly used by transportation planning professionals. This information is provided in an effort to assist SANBAG Board Members and partners as they participate in deliberations at SANBAG Board meetings. While a complete list of all acronyms which may arise at any given time is not possible, this list attempts to provide the most commonly-used terms. SANBAG staff makes every effort to minimize use of acronyms to ensure good communication and understanding of complex transportation processes.

AB Assembly Bill

ACE Alameda Corridor East

ACT Association for Commuter Transportation

ADA Americans with Disabilities Act

ADT Average Daily Traffic

APTA American Public Transportation Association

AQMP Air Quality Management Plan

ARRA American Recovery and Reinvestment Act

ATMIS Advanced Transportation Management Information Systems

BAT Barstow Area Transit

CALACT California Association for Coordination Transportation CALCOG California Association of Councils of Governments

CALSAFE California Committee for Service Authorities for Freeway Emergencies

CARB California Air Resources Board
CEQA California Environmental Quality Act
CMAQ Congestion Mitigation and Air Quality
CMIA Corridor Mobility Improvement Account
CMP Congestion Management Program

CNG Compressed Natural Gas
COG Council of Governments

CPUC California Public Utilities Commission
CSAC California State Association of Counties

CTA California Transit Association

CTC California Transportation Commission
CTC County Transportation Commission
CTP Comprehensive Transportation Plan
DBE Disadvantaged Business Enterprise
DEMO Federal Demonstration Funds
DOT Department of Transportation
EA Environmental Assessment

EA Environmental Assessmer
E&D Elderly and Disabled
E&H Elderly and Handicapped

EIR Environmental Impact Report (California)
EIS Environmental Impact Statement (Federal)

EPA Environmental Protection Agency FHWA Federal Highway Administration

FSP Freeway Service Patrol

FRA Federal Railroad Administration FTA Federal Transit Administration

FTIP Federal Transportation Improvement Program
GFOA Government Finance Officers Association

GIS Geographic Information Systems

HOV High-Occupancy Vehicle

ICTC Interstate Clean Transportation Corridor IEEP Inland Empire Economic Partnership

ISTEA Intermodal Surface Transportation Efficiency Act of 1991
IIP/ITIP Interregional Transportation Improvement Program

ITS Intelligent Transportation Systems
IVDA Inland Valley Development Agency
JARC Job Access Reverse Commute

LACMTA Los Angeles County Metropolitan Transportation Authority

LNG Liquefied Natural Gas
LTF Local Transportation Funds

MAGLEV Magnetic Levitation

MARTA Mountain Area Regional Transportation Authority

MBTA Morongo Basin Transit Authority

MDAB Mojave Desert Air Basin

MDAQMD Mojave Desert Air Quality Management District

MOU Memorandum of Understanding MPO Metropolitan Planning Organization

MSRC Mobile Source Air Pollution Reduction Review Committee

NAT Needles Area Transit

NEPA National Environmental Policy Act

OA Obligation Authority

OCTA Orange County Transportation Authority
PA&ED Project Approval and Environmental Document

PASTACC Public and Specialized Transportation Advisory and Coordinating Council

PDT Project Development Team

PNRS Projects of National and Regional Significance PPM Planning, Programming and Monitoring Funds

PSE Plans, Specifications and Estimates

PSR Project Study Report

PTA Public Transportation Account

PTC Positive Train Control

PTMISEA Public Transportation Modernization, Improvement and Service Enhancement Account

RCTC Riverside County Transportation Commission

RDA Redevelopment Agency RFP Request for Proposal

RIP Regional Improvement Program

RSTIS Regionally Significant Transportation Investment Study

RTIP Regional Transportation Improvement Program

RTP Regional Transportation Plan

RTPA Regional Transportation Planning Agencies

SB Senate Bill

SAFE Service Authority for Freeway Emergencies

SAFETEA-LU Safe Accountable Flexible Efficient Transportation Equity Act - A Legacy for Users

SCAB South Coast Air Basin

SCAG Southern California Association of Governments
SCAQMD South Coast Air Quality Management District
SCRRA Southern California Regional Rail Authority

SHA State Highway Account

SHOPP State Highway Operations and Protection Program

SOV Single-Occupant Vehicle
SRTP Short Range Transit Plan
STAF State Transit Assistance Funds

STIP State Transportation Improvement Program

STP Surface Transportation Program TAC **Technical Advisory Committee TCIF** Trade Corridor Improvement Fund TCM **Transportation Control Measure TCRP** Traffic Congestion Relief Program TDA **Transportation Development Act** TEA Transportation Enhancement Activities **TEA-21** Transportation Equity Act for the 21st Century

TMC Transportation Management Center

TMEE Traffic Management and Environmental Enhancement

TSM Transportation Systems Management

TSSDRA Transit System Safety, Security and Disaster Response Account

USFWS United States Fish and Wildlife Service VCTC Ventura County Transportation Commission

VVTA Victor Valley Transit Authority

WRCOG Western Riverside Council of Governments

San Bernardino Associated Governments



MISSION STATEMENT

To enhance the quality of life for all residents, San Bernardino Associated Governments (SANBAG) will:

- Improve cooperative regional planning
- Develop an accessible, efficient, multi-modal transportation system
- Strengthen economic development efforts
- Exert leadership in creative problem solving

To successfully accomplish this mission, SANBAG will foster enhanced relationships among all of its stakeholders while adding to the value of local governments.

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